Chapter 4 Accounts Payable

☑ Create Bank Master Record

HQ

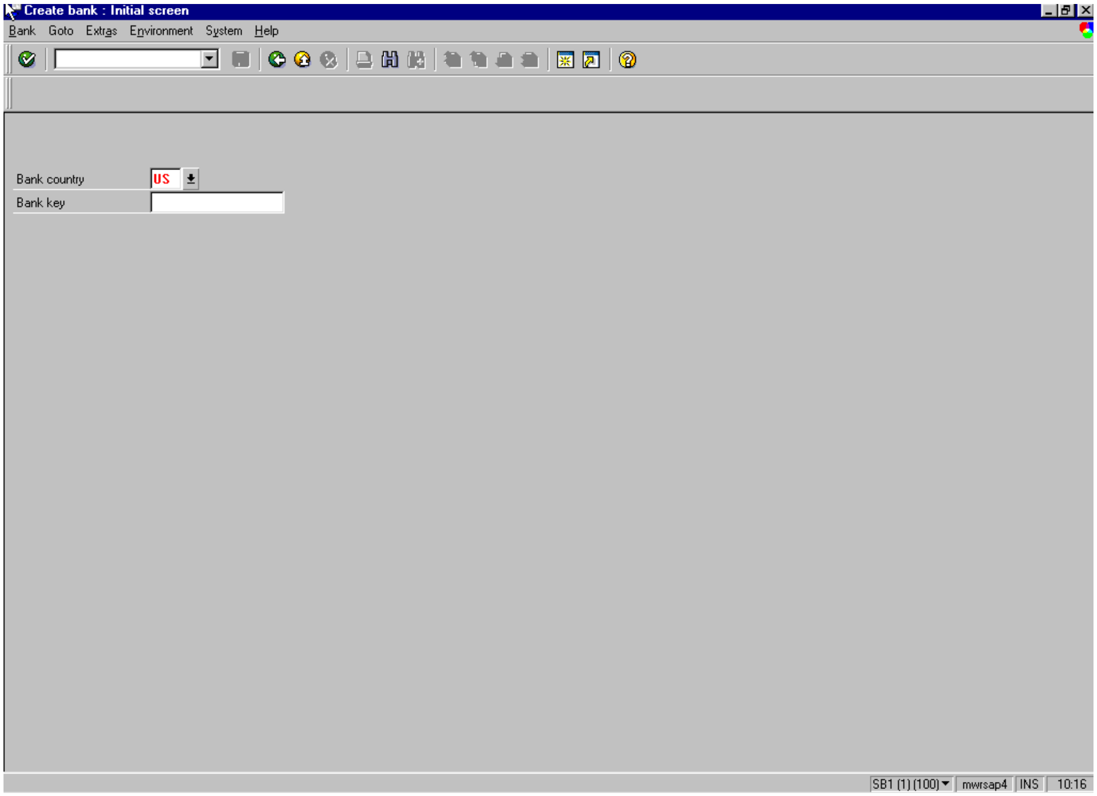
ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ BANKS ➔MASTER DATA ➔ BANK MASTER RECORD ➔ CREATE

Transaction Code**:** **FI01**

Screen: Create Bank: Initial Screen

Field	Description/Usage
Bank Country	Always enter US for USA. Currently, MWR does not have the capability to wire foreign banks using a data file generated by the SAP system.
Bank Key	Enter the nine-digit routing/transit number of the new bank/branch. The routing/transit number is used to represent the bank key in the SAP system for American banks. Every bank key in the system is unique. Sometimes a particular bank's branch offices share the same routing/transit number. Only one of these bank/branches will exist in the system. This will not affect the EFT transfer to the vendor's bank account. Ensure that the routing number provided by the vendor is ACH capable, otherwise the EFT will fail. Some routing numbers are only for use with checks (MICR routing number) and are not ACH compatible. It is not a common problem, however. The system verifies that the bank key entered follows the check rule outlined by the American Bankers Association.

Press the Enter key or the green check mark icon ✓


Create bank : Initial screen
Bank Goto Extras Environment System Help
SB1 (1) (100) | mwrsap4 | INS | 10:16

Bank country US

Bank key

Screen: Create Bank: Details Screen

Field	**Description/Usage**
Address:	
Bank	Enter the name of the bank in full.
Region	Enter the state in which the bank is located.
Street	Enter the street address for the bank.
City	Enter the city in which the bank is located.
Swift Code	Leave blank as this field is not required by MWR currently.
Bank Group	Leave blank as this field is not required by MWR currently.
Post. bank acct	Leave blank as this field is not required by MWR currently.

To save, click 💾.

☑ Change Bank Master Record

HQ

ACCOUNTING → FINANCIAL ACCOUNTING → BANKS → MASTER DATA → BANK MASTER RECORD → CHANGE

Transaction Code: **FI02**

Screen: Change Bank: Initial Screen

Field	Description/Usage
Bank Country	Always enter US for USA. Currently, MWR does not have the capability to wire foreign banks using a data file generated by the SAP system.
Bank Key	Enter the routing/transit number for the bank master record to be changed.

Press the Enter key or click on the icon ✓

Some fields cannot be changed. Make changes to the field values as desired.

To save, click on 💾.

☑ Display Bank Master Record

HQ

ACCOUNTING→FINANCIAL ACCOUNTING→ BANKS →MASTER DATA→BANK MASTER RECORD →DISPLAY

Transaction Code: **FI03**

Screen: Display Bank: Initial Screen

Field	Description/Usage
Bank Country	Always enter US for USA. Currently, MWR does not have the capability to wire foreign banks using a data file generated by the SAP system.
Bank Key	Enter the routing/transit number for the bank master record to be displayed.

Press the Enter Key or click ✓

The bank master record fields are displayed on the screen.

To exit, click on ⇧.

☑ Display Changes to Bank Master Record

HQ

ACCOUNTING➔ FINANCIAL ACCOUNTING ➔ BANKS ➔MASTER RECORDS➔ BANK MASTER DATA ➔ DISPLAY CHANGES

Transaction Code: **FI04**

Screen: Bank Data Changes: Initial Screen

Field	Description/Usage
Bank Country	Always enter US for USA. Currently, MWR does not have the capability to wire foreign banks using a data file generated by the SAP system.
Bank Key	Enter the routing/transit number for the bank master record to be displayed.
From Change Date	Date as from which the changes are to be selected
Changed By	Enter the user ID of the user who made the changes, if known. If the user is unknown, leave the field blank.

Press the Enter Key or use Environment > Multiple Display to display all (or range) of banks.

Screen: Bank changes: changed fields

Click on 'All Changes' button. Shows date changed; field changed; new and old values.

To exit, click on ⇧.

☑ Mark Bank Master Record for Deletion

HQ

ACCOUNTING→FINANCIAL ACCOUNTING → BANKS→MASTER RECORDS→BANK MASTER DATA →MARK FOR DELETION

Transaction Code: **FI06**

Screen: Set Bank Delete Flag: Initial Screen

Field	Description/Usage
Bank Country	Always enter US for USA. Currently, MWR does not have the capability to wire foreign banks using a data file generated by the SAP system.
Bank Key	Enter the routing/transit number for the bank master record to be displayed.

Press the Enter key or click on the ✓ icon.

Screen: Set Bank Delete Flag: Details Screen

Field	Description/Usage
Address	
Deletion Indicator	When this indicator is set, the bank master record can be deleted by the archiving program

To save, click on 💾.

Automated Bank Master Data Transfer

HQ

This procedure needs to be executed every time a new Thomson bank data file is received. The files on the Thomson CD must be pre-processed so that only ACH capable routing/transit numbers are included in the processed data file.

ACCOUNTING➔FINANCIAL ACCOUNTING ➔ BANKS ➔MASTER RECORDS➔BANK MASTER DATA ➔TRANSFER BANK DATA

Transaction Code: **OBXG**

Screen: ABAP/4 Program Directory

Select the bank transfer program **YFBVUS_0** by clicking once on the report name and pressing the Execute push-button.

Field	Description/Usage
Bank Country	Always enter US for USA. The system will check to ensure this country key has been entered.
Path Name	Enter the file path name where the data file is located. Specify the location of the complete Thomson routing/transit number data file.
Maximum Number of Records	Leave the default value of 99999 records ensure that this program is executed in the background.
Update Run	Flag this checkbox to actually update the database. If this indicator is not flagged, the program will run in test mode only.
Detail List	Flag this checkbox if a complete report listing of all bank record updates is required.
Mark for Deletion	During merging of bank data of the file with bank data already in the system, it may be that a bank already created can no longer be found in the current file. By choosing this option, you have the delete flag set for such a bank.

NOTE: Use **Program > Execute** to run the program. The Thomson bank master data file is very large (up to 100 MB) and will take some time to process. Try to schedule the processing of the monthly file in non-peak system operating hours. Be patient.

Check Management

- The Check Management task is used to view, maintain, or change the status of check lots. Check lots are the hard copy check numbers. These numbers must be maintained in the system.

- Use the Void and Reprint Check system task to void a check and reprint another check.

- You may also display individual checks, payment documents, or the check register.

☑ Check Lot Management

HQ

This procedure is used to create, change or view the check lot details and the number status of check lots. Check lots are the ranges of check numbers used by the system to assign a check number to a check. These number ranges must be maintained in the system.

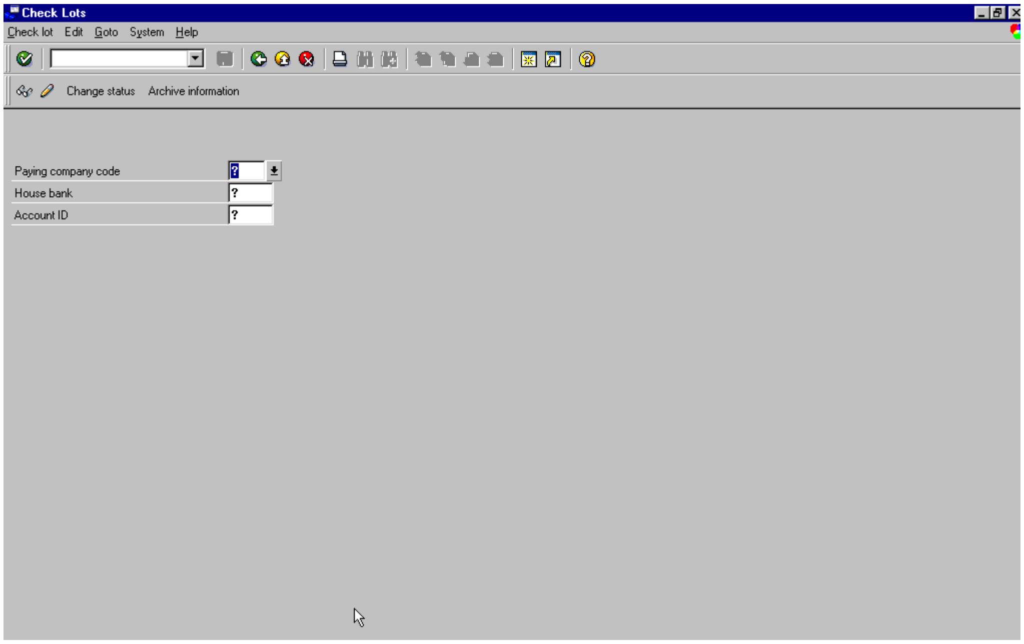
ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ PERIODIC PROCESSING ➔ PAYMENTS ➔ ENVIRONMENT ➔ CHECK INFORMATION ➔ NUMBER RANGES

Transaction Code: **FCHI**

Screen: Check Lots

Use this screen to enter check lot header data.

Field	Description/Usage
Paying Company Code	Enter company code 7900 as the paying company code. All other company codes are sender company codes for disbursements.
House Bank	Enter the appropriate disbursement house bank code. Currently, there is only a single house bank from which any disbursement (EFT, check, payroll EFT or payroll check) can be made. The disbursement house bank is NBDIS (NationsBank).
Account	Enter the appropriate check disbursement bank account ID. Currently, there are only two check disbursement accounts. The regular check account is A0017 and the payroll check account is A0019.


Check Lots
Check lot
Edit
Goto
System
Help
Change status
Archive information

Paying company code ?
House bank ?
Account ID ?

Payroll checks are prepared externally with a separate check lot established to identify ADP Managistics created payroll checks using an externally generated number range.

Select one of the following options:

To: ,		**Then:**
View the Check lots,	→	click on 👓 to access the Display Lots screen.
Maintain the check lots,	→	click on ✎ to access the Maintain Check Lots screen.
Change the status on the check lots, screen.	→	click **Change status** to access the Change Check Number Status

☑ Maintain Check Lots

HQ

Screen: Maintain Check Lots

Use this screen to create, change, delete, and rename on “split the check lots”.

Field	Description/Usage
Lot	Check Lot number
Short Info	Enter the name of the check lot. This can be as simple as “Check Lot 0001”.
From Check No.	Enter the beginning check number of the check lot. Remember to enter all of the significant digits of the check number.
To Check No.	Enter the ending check number of the check lot. Remember to enter all of the significant digits of the check number.
Next Lot	Enter the next available check lot number.

Create Lot

HQ

If you want to create a new lot, click on 🗋 to access the "Create Lot" dialog box.

Field	Description/Usage
Lot number	Enter the check lot you want to create. MWR check lots are numbered sequentially using four digits. However, it is expected that since MWR does not use the concept of lots currently, a single large lot can be created.
Check number	Enter the beginning check number of the new lot. MWR check numbers are seven digits in length.
To	Enter the last check number of the new lot.

Next lot number	Enter the next lot available. As MWR will only have a single large check lot, the next check lot number is not really applicable. If in the future large check lot is split, then this field will need to be completed.

Press Enter or click on ✓ to access the Maintain Check Lots screen again. You may select another option or save the changes made by clicking on 💾.

Delete Lot

If you want to delete an existing lot, then select the lot to delete by clicking on it and press 🗑. The check lot you selected for is deleted. Now save the changes made to the check numbers.

Rename Check Lot

If you want to rename a check lot, place the cursor on the lot you want to rename and click ▶ to access the Rename Lot dialog box.

Field	**Description/Usage**
Check lot number	Enter the new check lot number.

Press Enter to change the lot numbers. The Maintain Check Lots screen is displayed. You may save the changes made by clicking on 💾.

Split Lot

If you want to split a check lot, place the cursor on the lot you want to split and click on Split lot to access the "Split Lot" dialog box.

Field	**Description/Usage**
Next lot number	Enter the check lot number you wish to create by splitting the check numbers.
Check number	Enter the first check number you want to take from the old check lot and place in the new check lot number

Press ENTER or click on ✓. The new lot is displayed with the appropriate check number. The Maintain Check Lots screen is displayed again. Now save the changes made to the check numbers

Change Check Status

If you want to change the check number status, use **Goto > Change Status.** Use this screen to change the next available check in the lot. It is unlikely that this functionality will ever need to be used at MWR since all check numbers are assigned by the system. An exception are the payroll checks, however, these check numbers are not sequential since ADP controls check numbering.

Screen: Check Lots

Field	Description/Usage
Number status	Enter the next available check number in the check lot.

Click on ⬅ to access the Check Lots screen again.

Select Check number range > Save or click 💾 to save the changes check number status. A message is displayed, indicating that your check numbers have been saved.

☑ Void Unused Checks

HQ

Use this system task to void a check that has not been printed, and has not been assigned to a payment. (usually, in cases where pre-numbered check stock is used)

A voided check is recorded in the check register. The system automatically assigns the next available check in the check lot. This transaction likely will only be used for payroll checks, since the system checks and "hot" checks will have their check numbers assigned at the time of printing.

ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ENVIRONMENT > CHECK INFORMATION > VOID > UNUSED CHECKS

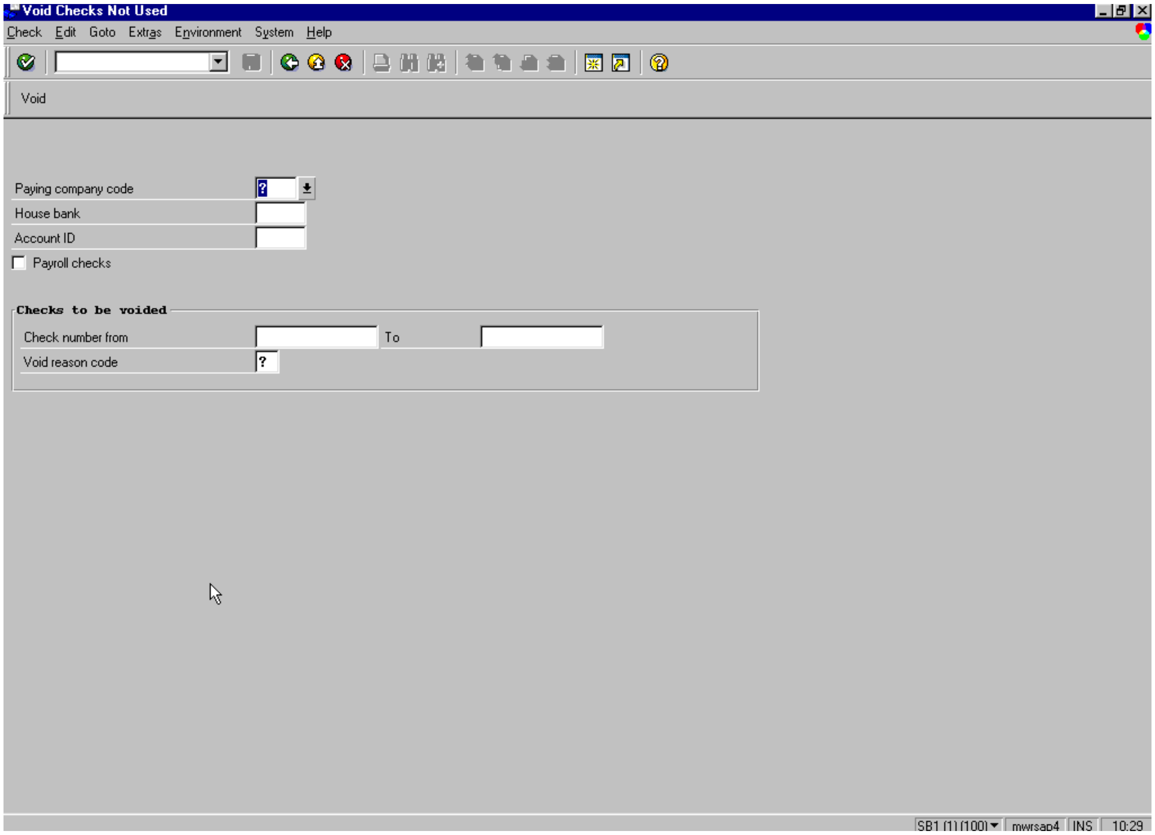
Transaction: **FCH3**

Use this screen to enter the information about the unused checks in the system that you want to void.

Field	Description/Usage
Paying company code	Enter company code 7900 as the paying company code. All other company codes are sender company codes.
House bank	Enter the appropriate disbursement house bank code. Currently, there is only a single house bank from which any disbursement (EFT, check, payroll EFT or payroll check) can be made. The disbursement house bank is NBDIS (NationsBank).
Account ID	Enter the appropriate check disbursement bank account ID. This transaction should only be used with the payroll check account A0019.
Payroll Accounting Checks	Do not flag this indicator. This indicator is only used when the SAP HR-Payroll module has been implemented.
Check number from	Enter the beginning number of the checks being voided.
To	Enter the ending number of the checks being voided.
Void reason code	Enter the reason the check is being voided.

Select Check > Void or click Void to void the specified checks.

The system task is completed.


Void Checks Not Used
Check Edit Goto Extras Environment System Help
Void
SB1 (1) (100) mwrsap4 INS 10:29

Paying company code ?
House bank
Account ID
☐ Payroll checks

Checks to be voided
Check number from To
Void reason code ?

Reprint Checks (Includes Void Old Check)

Use this task to reprint a check using a new check number. The old check number is voided.

NOTE: This task may be required is an error occurs during printing resulting in the AIMS system "thinking" it has cut a check and posted a payment document, but in reality the printing function did not occur. Another situation that may require this task is that one of the checks may have been caught in the printer, or the vendor address was incorrect, but the payment is still valid. A replacement check can be printed.

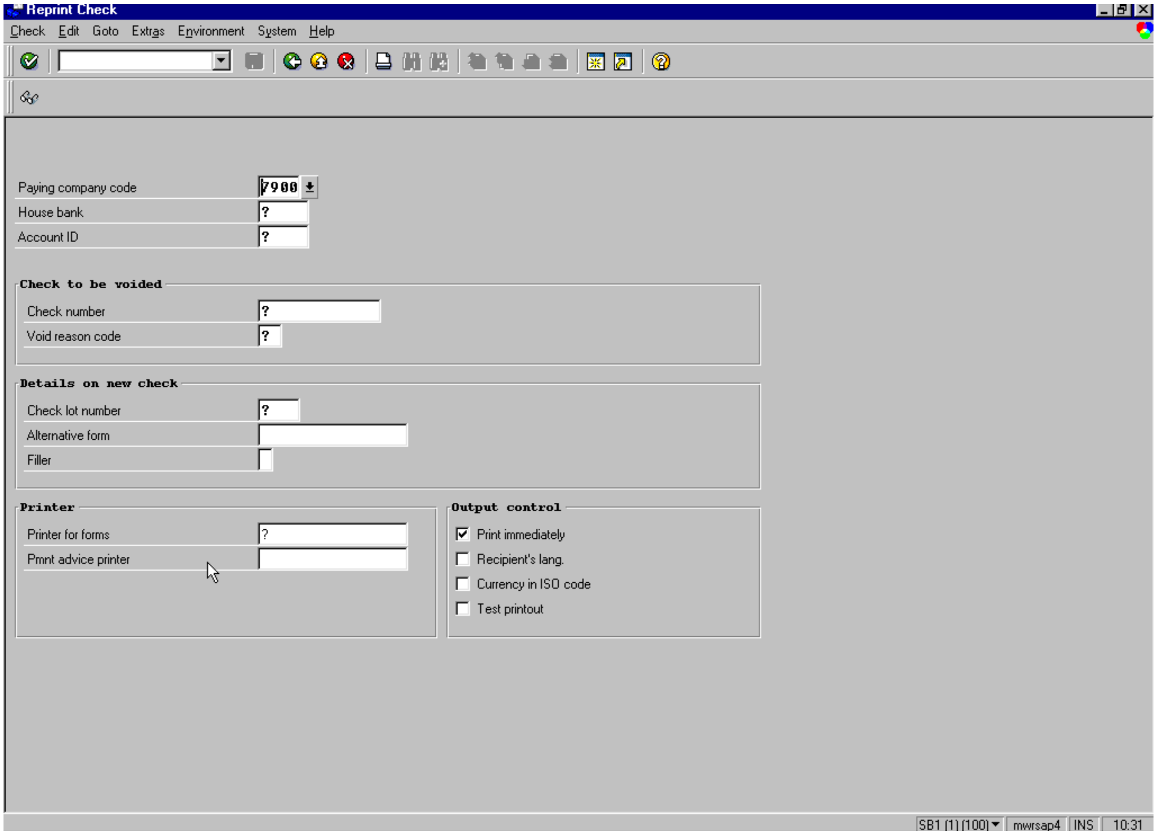
We request that as a courtesy, Field activities call MWR HQ if this situation occurs. With the assistance and advice of MWR HQ, it will be determined whether this transaction should be performed.

ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ENVIRONMENT > CHECK INFORMATION > CHANGE > REPRINT CHECK

Transaction Code: **FCH7**

Use this screen to enter information about the check being voided.

Field	Description/Usage
Paying company code	Enter company code 7900 as the paying company code. All other company codes are sender company codes.
House Bank	Enter the appropriate disbursement house bank code. Currently, there is only a single house bank from which any disbursement (EFT, check, payroll EFT or payroll check) can be made. The disbursement house bank is NBDIS (NationsBank).
Account ID	Enter the appropriate check disbursement bank account ID. Currently, there is only one valid check disbursement account for producing system and “hot” checks. The regular check account is A0017. ADP payroll checks cannot (and should not) be printed using the SAP system.
Check number	Enter the check number you want to void.
Void reason code	Enter the code associated with the reason you are voiding the check. Void reason codes 04 and 05 are the most commonly used void reason codes.
Check lot number	Enter the check lot number for the new check. Currently MWR only has a single check lot for regular system checks, 0001.
Printer for forms	Enter the check printer ID for the replacement check. Make sure that the correct printer (including Base location) is chosen, otherwise the check may not print.
Print immediately	By selecting this indicator, the check will be printed immediately. Otherwise, the check will be placed in the spool queue.



Paying company code 7900
House bank ?
Account ID ?

Check to be voided

Check number ?
Void reason code ?

Details on new check

Check lot number ?
Alternative form
Filler

Printer

Printer for forms ?
Pmnt advice printer

Output control

☑ Print immediately
☐ Recipient's lang.
☐ Currency in ISO code
☐ Test printout

SB1 (1) (100) | mwrsap4 | INS | 10:31

Click on 👓 to view the details of the check being replaced and click on 🖨 to print a replacement.

Note: This reprint checks functionality will not void the payment document. It will just re-assign the payment document to the next check number.

To Print Check from the Spool

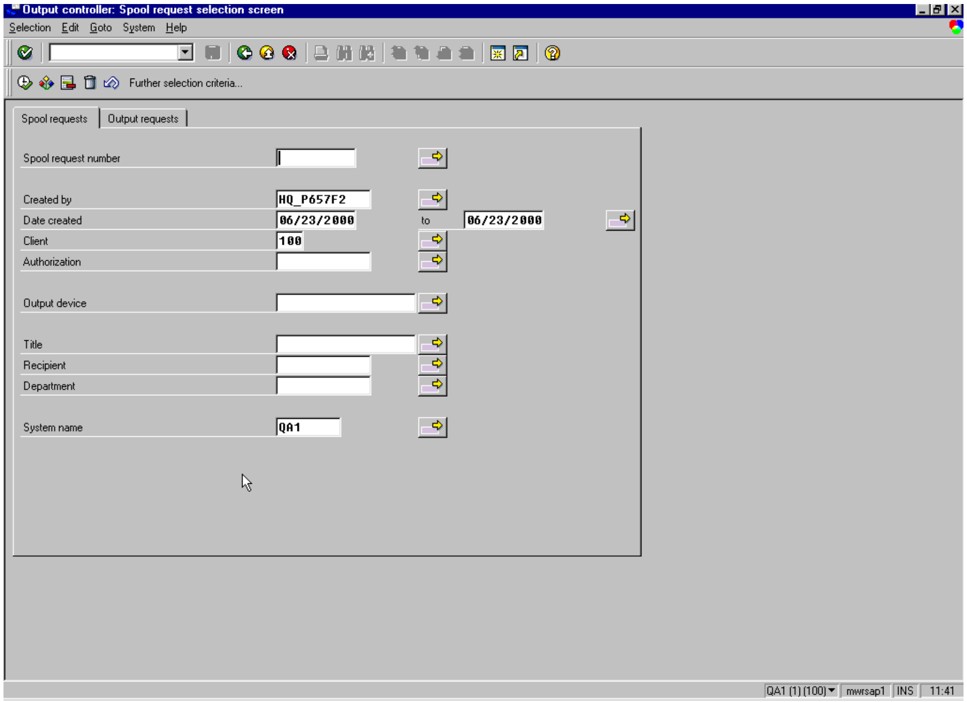
This step actually prints out the checks. If you have failed to mark the "print immediately" box, use this function to actually print the checks.

NOTE: Be sure that the blank check stock is in the printer.

SYSTEM ➔ SERVICES ➔ OUTPUT CONTROLLER

Transaction Code: **SP01**

Screen: Spool: Request Screen


Output controller: Spool request selection screen
Selection Edit Goto System Help
Further selection criteria...
Spool requests
Output requests
QA1 (1) (100)
mwrsap1
INS
11:41

Spool request number			
Created by	HQ_P657F2		
Date created	06/23/2000	to	06/23/2000
Client	100		
Authorization			
Output device			
Title			
Recipient			
Department			
System name	QA1		

Field	Description/Usage
User Name	Enter the name of the user that performed the check run. Usually, this is already defaulted on the screen
From Date	Enter the date the check run was performed

Click on ✓ or press the Enter key to continue.

The spool screen will display all print requests for that user for that day. The spool requests for the checks will have the word SYSTEM CHECKS the title.

- Click the box next to the spool number of the first check file. Click Spool request > Display and view the contents of the first check file.

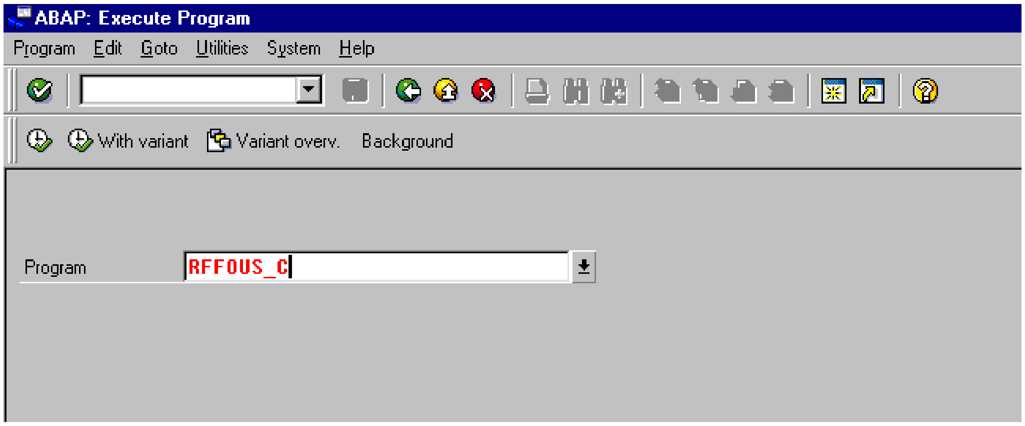
- To print – click on the print key and enter the printer details.

☑ To VOID and REPRINT a range of checks

Use this task to void and **reprint a range of checks**. This may occur if you have run the check process and failed to correctly load the "signature" card - you will need to reprint all the checks due to the error in signatory/routing number info that occurs if the signature card is not loaded correctly. The old check numbers will be voided.

SYSTEM > SERVICES > REPORTING

Transaction Code: **SA38**



Program RFFOUS_C

Use Program **"RFFOUS_C"**. **You must type in "RFFOUS_C"**

Hit the Execute ⊕ icon.

After entering the following parameters, click on ⊕.

Field	Description/Usage
Run Date	Enter the run date in which the checks to be re-printed were originally printed.
Identification feature	Enter the name of the payment run in which the checks to be re-printed were originally printed.
Paying Company Code	Enter company code 7900 as the paying company code. All other company codes are sender company codes.
Payment methods	Enter C for Check only.
House Bank	Enter the appropriate disbursement house bank code. Currently, there is only a single house bank from which any disbursement (EFT, check, payroll EFT or payroll check) can be made. The disbursement house bank is NBDIS (NationsBank).

Account ID	Enter the appropriate check disbursement bank account ID. Currently, there is only one valid check disbursement account for producing system and “hot” checks. The regular check account is A0017. ADP payroll checks cannot (and should not) be printed using the SAP system.
Check lot number	Enter the check lot number (always use 0001) in which you want the checks to be printed from.
Print Checks	Select this indicator for check printing
Print payment advice notes	Do not flag this indicator, separate payment advices are never printed with checks.
Void and reprint checks from payment run already printed	Select this indicator to void and reprint checks from the specified payment run
Check number from	The lower limit of the check interval to be voided and reprinted.
Check number to	The upper limit of the check interval to be voided and reprinted.
Void Reason	Select one of the void reasons from the possible options.

Cancel Payment

Use this system task to reverse the payment and void the check. This system task is used when a check should not have been created or to stop payment to the vendor. The invoice become becomes “open” after cancellation process is performed. This process should be performed locally in the actual physical check is IN YOUR HAND. If the check has been mailed or is "missing" - DO NOT RUN this process - NOTIFY MWR HQ. They will perform the "stop payment" process.

It is important to remember to go back and correct the invoice(s) or whatever item resulted in the incorrect payment. It may be necessary to “reverse” the invoice, in the case of a duplicate or incorrect payment.

Remember to ALWAYS write “VOID” on the check and cut out the signature portion of the check. Maintain on file.

ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ENVIRONMENT > CHECK INFORMATION > VOID > CANCEL PAYMENT

Transaction Code: **FCH8**

Use this screen to enter information about the payment that you want to reverse.

Field	Description/Usage
Paying company code	Enter company code 7900 as the paying company code. All other company codes are sender company codes.
House Bank	Enter the appropriate disbursement house bank code. Currently, there is only a single house bank from which any disbursement (EFT, check, payroll EFT or payroll check) can be made. The disbursement house bank is NBDIS (NationsBank).
Account ID	Enter the appropriate check disbursement bank account ID. Currently, there is only one valid check disbursement account for producing system and "hot" checks. The regular check account is A0017. Managistics/ADP payroll checks cannot (and should not) be printed using the SAP system.
Check number	Enter the check number you want to void.

🛑 **Warning**: ADP payroll checks cannot (and should not) be printed using the SAP system. These checks can be voided, but cannot be cancelled as all ADP checks are related to one source document from ADP posted as an IP document. All adjustments and corrections have to be made through ADP.

Check number (Required) - **Select one of the following options**:

1. If you want to view the check information before canceling the payment and voiding the check, click on 👓 to access the Display Check Information screen.

2. If you want to view the check recipient (the vendor and the vendor's address), click Check recipient... to display the "Check Recipient" dialog box.

3. If you want to view the issuer of the check (who ran the payment program, date of the program, payment method), click on Check issuer... .

4. If you want to view the accompanying documents such as invoice reference number, document number, document type, amount, click on Accompanying docs to access the Check line items : Basic List screen.

Click on ⬅ to access the Cancel Payment screen again.

5. If you want to cancel the payment and void the check, select Check payment > Reverse or click Cancel payment . The payment is reversed and the check is voided.

Warning: Local Activities can never use this process to cancel an EFT payment – Only MWR HQ is authorized to make any changes/cancellations of EFT transactions.

Void Issued Check

HQ

This is a HQ function only. This function is used after payment document has been posted and checks have been printed. For example, a check payee may lose his check or the check may be destroyed or otherwise become unusable. The payment however, is still valid. The system will mark the check as voided but not reverse the payment to the vendor. Contrast this with Cancel Payment function, where the payment document is reversed and the original open item becomes outstanding again.

Voiding issued payroll checks will likely be the only situation where this functionality will be used. The reprint check procedure will generally be required for system and hot checks.

To the local Accounting Office: If you feel you need to have this performed, please contact HQ Treasury.

ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ENVIRONMENT > CHECK INFORMATION > VOID > ISSUED CHECKS

Transaction Code: **FCH9**

Use this screen to enter information about the payment that you want to reverse.

Field	Description/Usage
Paying company code	Enter company code 7900 as the paying company code. All other company codes are sender company codes.
House Bank	Enter the appropriate disbursement house bank code. Currently, there is only a single house bank from which any disbursement (EFT, check, payroll EFT or payroll check) can be made. The disbursement house bank is NBDIS (NationsBank).
Account ID	Enter the appropriate check disbursement bank account ID. Currently, there are only two check disbursement accounts. The regular check account is A0017 and the payroll check account is A0019.

Check number	Enter the check number to be voided.
Void reason code	Enter the reason to void the check.

Click on Void to perform this system task.

☑

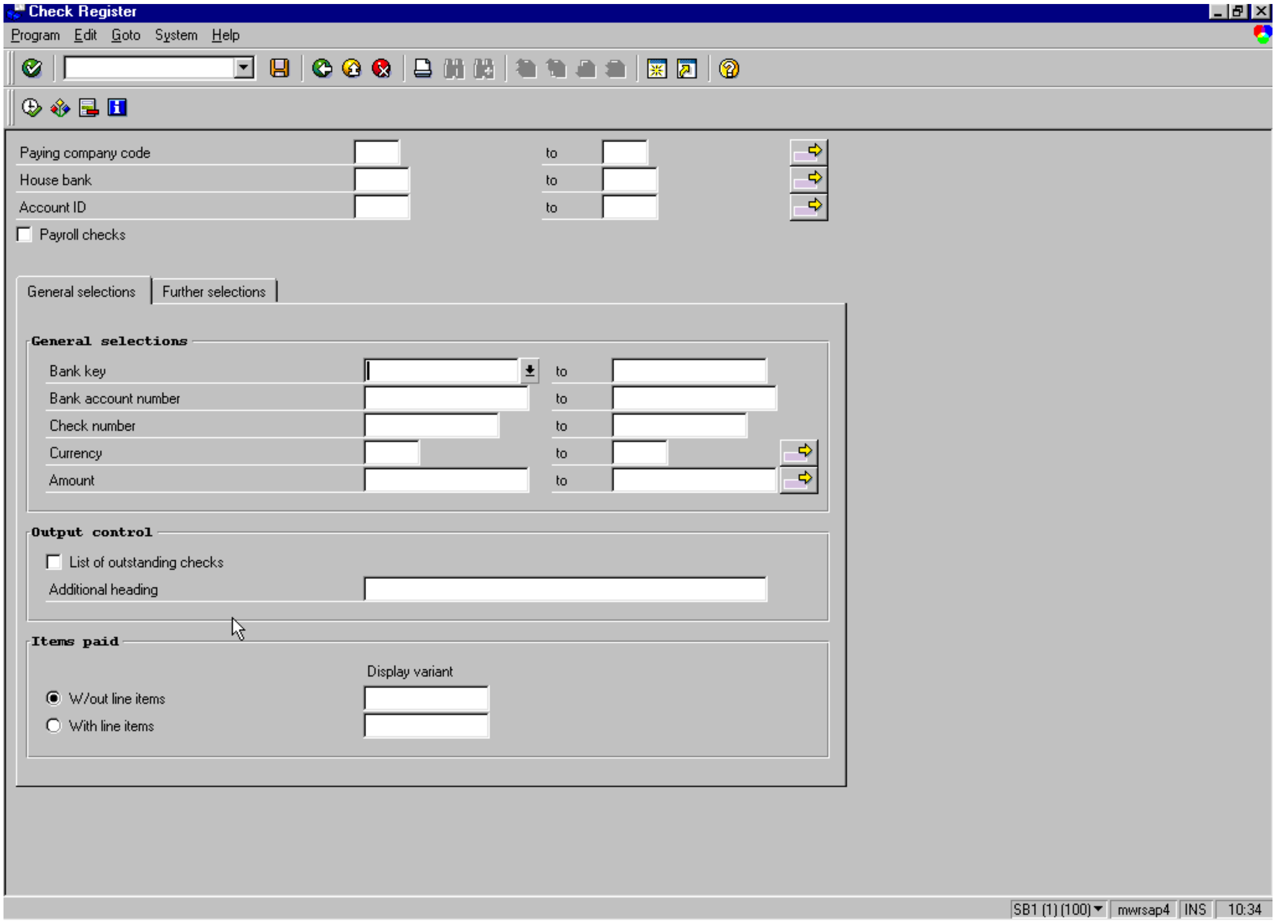
Display Check Register

The check registers display the details of all check payments. The report is flexible in that check characteristics can be restricted in the selection screen of the report. For example, an outstanding checks listing can be produced by flagging the appropriate checkbox. A list of all voided checks can also be produced.

Remember you can always run the check register from the REPORT TREE in Accounts Payable!

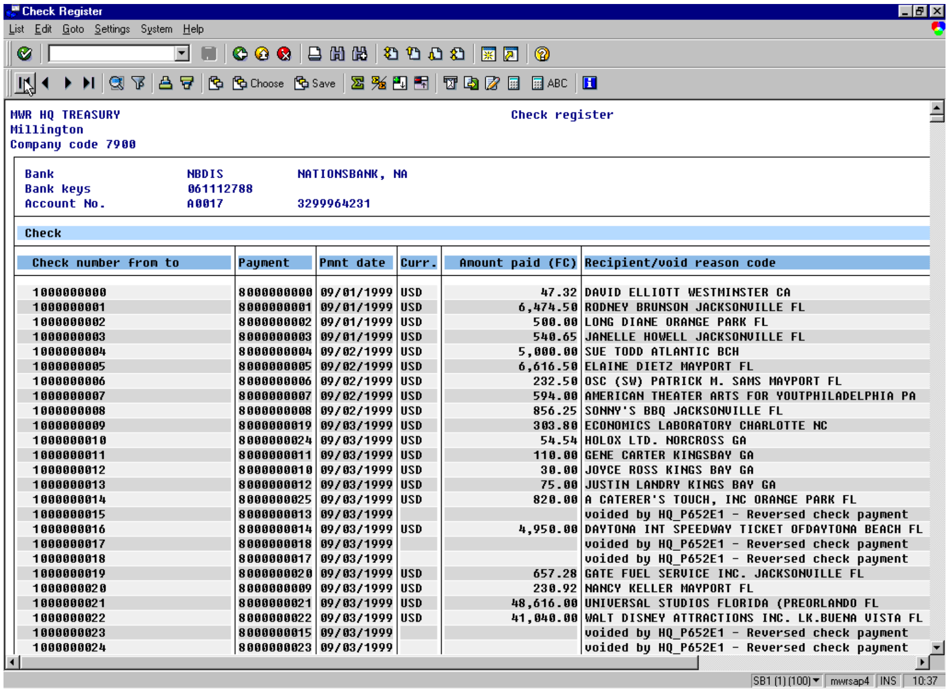
ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ENVIRONMENT > CHECK INFORMATION > DISPLAY > CHECK REGISTER

Transaction Code: **FCHN**


Check Register
Program Edit Goto System Help
Paying company code
to
House bank
to
Account ID
to
☐ Payroll checks
General selections
Further selections
General selections
Bank key
to
Bank account number
to
Check number
to
Currency
to
Amount
to
Output control
☐ List of outstanding checks
Additional heading
Items paid
Display variant
● W/out line items
○ With line items
SB1 (1) (100)
mwrsap4
INS
10:34

Field	Description/Usage
Paying company code	Enter company code 7900 as the paying company code. All other company codes are sender company codes.
House Bank	Enter the appropriate disbursement house bank code. Currently, there is only a single house bank from which any disbursement (EFT, check, payroll EFT or payroll check) can be made. The disbursement house bank is NBDIS (NationsBank).
Account ID	Enter the appropriate check disbursement bank account ID. Currently, there are only two check disbursement accounts. The regular check account is A0017 and the payroll check account is A0019.
Date of Issue	Posting date of the payment document
Checks from a payment run	The run date and identification of the payment run.
List of Outstanding Checks	Only checks, which are not yet cashed, are listed.
Items Paid	Only checks which have been cleared are listed
Separate List	A separate listing the outstanding and cleared checks if both of the above options are selected.

After entering the above parameters, click on the Execute icon ✓ to display the check register.



MWR HQ TREASURY
Millington
Company code 7900

Check register

Bank	NBDIS	NATIONSBANK, NA
Bank keys	061112788	
Account No.	A0017	3299964231

Check

Check number from to	Payment	Pmnt date	Curr.	Amount paid (FC)	Recipient/void reason code
1000000000	8000000000	09/01/1999	USD	47.32	DAVID ELLIOTT WESTMINSTER CA
1000000001	8000000001	09/01/1999	USD	6,474.50	RODNEY BRUNSON JACKSONVILLE FL
1000000002	8000000002	09/01/1999	USD	500.00	LONG DIANE ORANGE PARK FL
1000000003	8000000003	09/01/1999	USD	540.65	JANELLE HOWELL JACKSONVILLE FL
1000000004	8000000004	09/02/1999	USD	5,000.00	SUE TODD ATLANTIC BCH
1000000005	8000000005	09/02/1999	USD	6,616.50	ELAINE DIETZ MAYPORT FL
1000000006	8000000006	09/02/1999	USD	232.50	OSC (SW) PATRICK M. SAMS MAYPORT FL
1000000007	8000000007	09/02/1999	USD	594.00	AMERICAN THEATER ARTS FOR YOUTPHILADELPHIA PA
1000000008	8000000008	09/02/1999	USD	856.25	SONNY'S BBQ JACKSONVILLE FL
1000000009	8000000019	09/03/1999	USD	303.80	ECONOMICS LABORATORY CHARLOTTE NC
1000000010	8000000024	09/03/1999	USD	54.54	HOLOX LTD. NORCROSS GA
1000000011	8000000011	09/03/1999	USD	110.00	GENE CARTER KINGSBAY GA
1000000012	8000000010	09/03/1999	USD	30.00	JOYCE ROSS KINGS BAY GA
1000000013	8000000012	09/03/1999	USD	75.00	JUSTIN LANDRY KINGS BAY GA
1000000014	8000000025	09/03/1999	USD	820.00	A CATERER'S TOUCH, INC ORANGE PARK FL
1000000015	8000000013	09/03/1999			voided by HQ_P652E1 - Reversed check payment
1000000016	8000000014	09/03/1999	USD	4,950.00	DAYTONA INT SPEEDWAY TICKET OFDAYTONA BEACH FL
1000000017	8000000018	09/03/1999			voided by HQ_P652E1 - Reversed check payment
1000000018	8000000017	09/03/1999			voided by HQ_P652E1 - Reversed check payment
1000000019	8000000020	09/03/1999	USD	657.28	GATE FUEL SERVICE INC. JACKSONVILLE FL
1000000020	8000000009	09/03/1999	USD	230.92	NANCY KELLER MAYPORT FL
1000000021	8000000021	09/03/1999	USD	48,616.00	UNIVERSAL STUDIOS FLORIDA (PREORLANDO FL
1000000022	8000000022	09/03/1999	USD	41,040.00	WALT DISNEY ATTRACTIONS INC. LK.BUENA VISTA FL
1000000023	8000000015	09/03/1999			voided by HQ_P652E1 - Reversed check payment
1000000024	8000000023	09/03/1999			voided by HQ_P652E1 - Reversed check payment

Scroll down the page to see additional items.

☑ Display Check

Check information for any check can be displayed using this procedure. Check information includes details such as, payee name, payee address, amount, check issuer (system user who created the check), cashing date and check date.

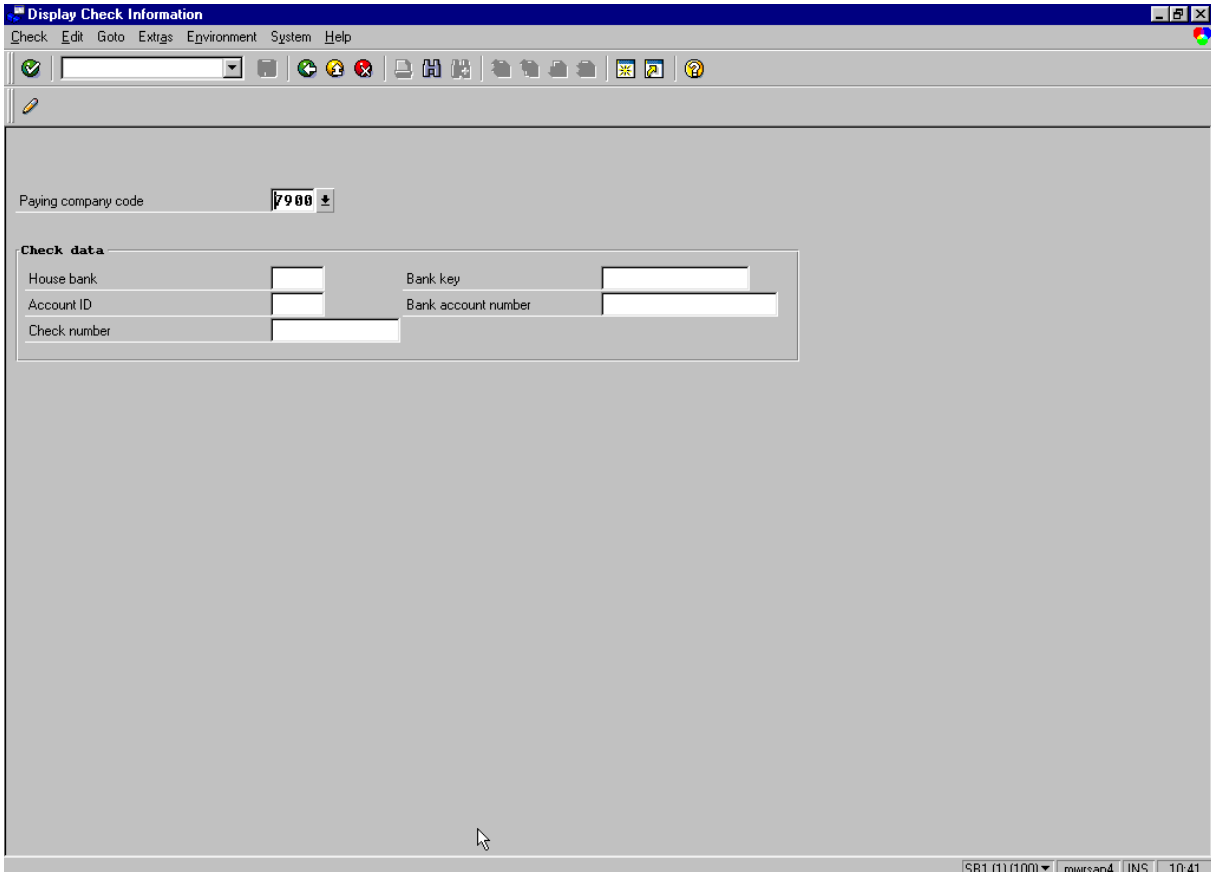
ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ENVIRONMENT > CHECK INFORMATION > DISPLAY > FOR CHECK

Transaction Code: **FCH1**

Field	Description/Usage
Paying company code	Enter company code 7900 as the paying company code. All other company codes are sender company codes.
House Bank	Enter the appropriate disbursement house bank code. Currently, there is only a single house bank from which any disbursement (EFT, check, payroll EFT or payroll check) can be made. The disbursement house bank is NBDIS (NationsBank).
Account ID	Enter the appropriate check disbursement bank account ID. Currently, there are only two check disbursement accounts. The regular check account is A0017 and the payroll check account is A0019.
Check number	The check number you want to display.

Press the Enter key or click on ✓ to display the check details.

To exit, click on ⇧.


Display Check Information
Check Edit Goto Extras Environment System Help
Check data
House bank
Account ID
Check number
Bank key
Bank account number
SR1 (1) (100)
mwrsap4
INS
10:41

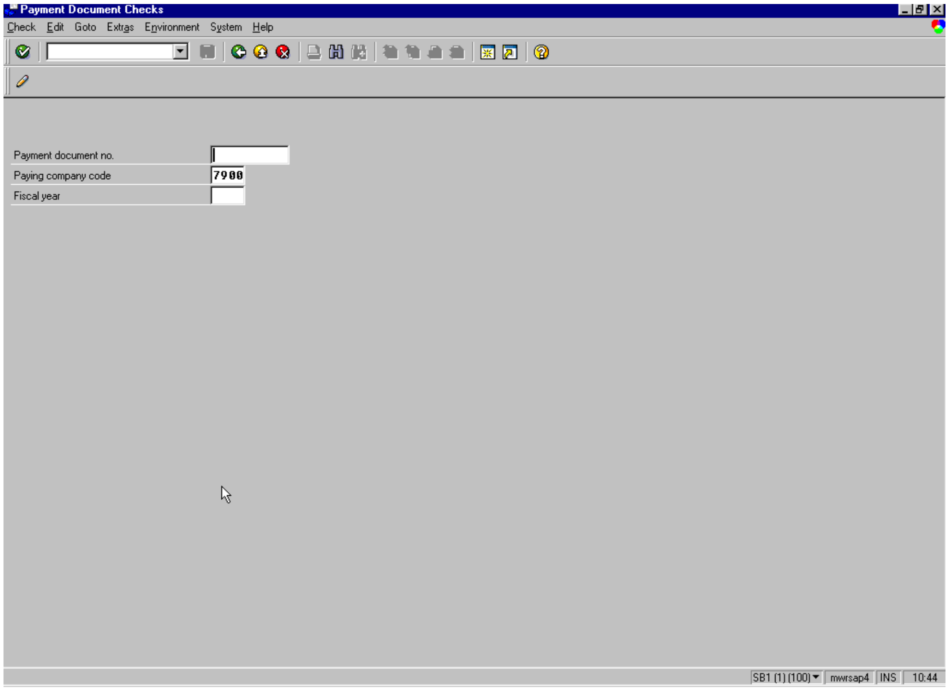
Paying company code 7900

☑ Display Payment Document

This procedure displays the accounting document that represents the check payment.

ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ENVIRONMENT > CHECK INFORMATION > DISPLAY > FOR PAYMENT DOCUMENT

Transaction Code: **FCH2**


Payment Document Checks
Check Edit Goto Extras Environment System Help
SB1 (1) (100) mwrsap4 INS 10:44

Payment document no.

Paying company code 7900

Fiscal year

Field	Description/Usage
Payment document number	The payment document that you want to display.
Paying company code	Enter company code 7900 as the paying company code. All other company codes are sender company codes.
Fiscal Year	The financial year in which the payment document is posted.

Press the Enter key or click on ✓ to display the check details.

To exit, click on ⇧.

Online Cashed Checks

NOTE: This procedure will only be used in the event that the automated cashed checks interface fails to function correctly. It will not normally be used. The procedure allows for the user to rapidly entered cashed check information from a statement issued by NationsBank. The system will alert the user to any payment amount discrepancies and any voided checks that have cleared the bank.

ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ENVIRONMENT > CHECK INFORMATION > CHANGE > ONLINE CASHED CHECKS

Transaction code: **FCHR**

Field	Description/Usage
House Bank	Enter the appropriate disbursement house bank code. Currently, there is only a single house bank from which any disbursement (EFT, check, payroll EFT or payroll check) can be made. The disbursement house bank is NBDIS (NationsBank).
Account ID	Enter the appropriate check disbursement bank account ID. Currently, there are only two check disbursement accounts. The regular check account is A0017 and the payroll check account is A0019.
Check Encashment (Cashing) Date	Date on which the check was presented/cashed at the bank by the payee.
Value Date	Same date as the check encashment (cashing) date

Press the Enter key or click on ✓ to proceed to the next screen.

Field	Description/Usage
Check Number	Enter the check number that you wish to cash
Amount Paid	The amount will be defaulted when you have entered the check number and press the Enter key.
Value Date	The value date will be the same as that of the value date that you have entered in the previous screen.
Check Encashment (Cashing) Date	The check encashment (cashing) date will be the same as that of the check encashment (cashing) date that you have entered in the previous screen.

You may enter multiple check numbers to be cashed. Use the **PageDown** and **PageUp** keys to scroll the screen. Click on 💾 to save and post the checks.

A screen will pop up for you to enter the following:

Field	Description/Usage
Posting Date	Defaults to current date. The posting date could be the same or later than the posting date in the payment document of the check.
Document date	Defaults to current date
Document Type	Document type "ZV" is used.

Press the Enter key or click on ✓ to proceed.

Reports

INFORMATION SYSTEM > ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > SELECT REPORT

Program	Report Name	Menu Path
RFZALI00	Payment Settlement List	Accounts Payable > Payment Transactions > Payment settlement list
RFZALI10	Payment Settlement – List of Exception	Accounts Payable > Payment Transactions > List of Exceptions

Number Ranges

Document Types	Number Range
KZ-Vendor Manual Payment and Downpayment	1500000000 to 1599999999
ZP – Payment Posting	2000000000 to 2099999999

☑ Invoice Posting – “Direct Invoices”

This is the entry of the invoice direct in FI Accounts Payable. This procedure is used for entering non-purchase order (PO) related invoices (e.g. utilities, telephone, magazine subscriptions, etc.), BPA-related invoices, NAF purchase card invoices, custodian fund replenishments (e.g. petty cash, change funds, unit funds), prize winnings (e.g. bingo events), or employee expense reimbursements (e.g. travel expenses).

Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔DOCUMENT ENTRY ➔INVOICE**

Transaction Code**:** **F-43**

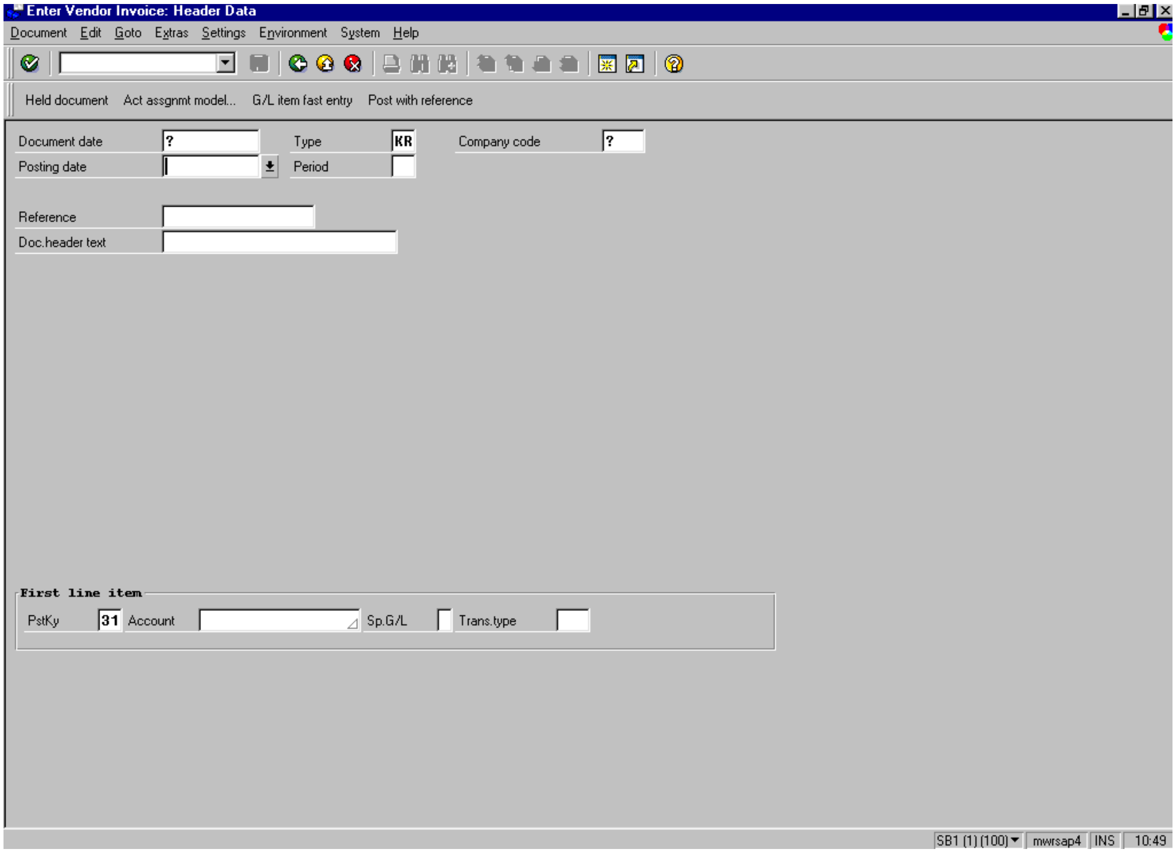
Screen: Enter Vendor Invoice: Header Data

Field	**Description/Usage**
Document Date	Enter the date of the originating document. For example, this date may be the date of a non-PO related vendor invoice, date of a BPA-related vendor invoice, date of an employee expense claim, date prize was won, or date of a custodian’s petty cash/change or unit fund replenishment form.
Doc Type	KR (default entry)
Company Code	Enter the company code for the base/fund in which the vendor item should be posted.
Posting Date	This field defaults to current date. Change the posting date if the document ought to be posted in a different fiscal period.
Period	Leave blank.
Document Number	Leave blank.
Reference (Required Field)	Enter the reference number of the originating document. For example, this may be the vendor’s invoice number, form number of an employee expense claim, prize control number, or form number of a fund custodian’s replenishment form. DO NOT PREFIX the vendor invoice number with # or INV#. Remember in order for the duplicate invoice feature to work properly, the system will check for exact matches of invoice numbers on exact same dates! EXACT MATCHES….please carefully key in invoice number to avoid duplicate payments - do NOT change invoice date from that on the invoice or receiving document!

Doc header text	Free entry document header text contains explanations or notes that apply to the document as a whole, that is, not only for certain line items. A general description of the business transaction can be entered here. For certain transactions special data must be entered in this field. For example, for BPA-related invoices, enter the BPA number and the call number. Users should be careful to the format of their locally generated call number.
PstKy	Enter posting key 31 for a credit entry to a vendor account number.
Account	Enter the vendor account number. This should not be confused with the accounts payable reconciliation G/L account. If it is an invalid vendor account, the system will give an error message.
SP G/L	Leave blank.
Trans.type	Leave blank

Press the Enter key or click on the green check mark icon ✓

Screen: Enter Vendor Invoice: Create Vendor Item


Enter Vendor Invoice: Header Data
Document
Edit
Goto
Extras
Settings
Environment
System
Help
Held document
Act assgnmt model...
G/L item fast entry
Post with reference
SB1 (1) (100)
mwrsap4
INS
10:49

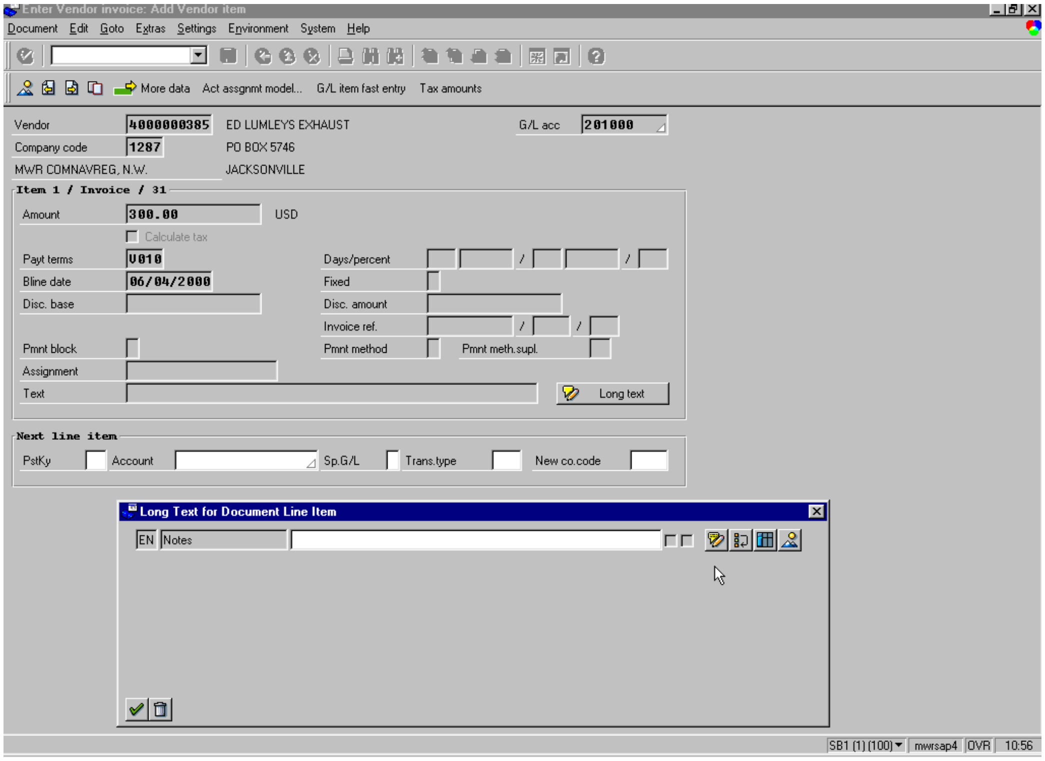
Document date ?
Type KR
Company code ?
Posting date
Period
Reference
Doc.header text

First line item

PstKy 31
Account
Sp.G/L
Trans.type

Field	Description/Usage
Amount	Enter the dollar amount indicated on the originating document (non-purchase order- related invoice, expense claim form, prize form, replenishment form, etc.)
Calculate tax	Leave blank.
W.tax base	Leave blank if this field appears on the screen.
W.tax exempt	Leave blank if this field appears on the screen.
W.tax code	Leave the default value if this field appears on the screen. This code indicates the vendor is subject to 1099 reporting.
Payment Terms	Leave the default value unless it differs from the invoice. The default value is stored in the vendor's master record. Use the matchcode to select different payment terms for this invoice, if necessary.
Days/Percent	Leave blank for default or enter special discount terms from vendor invoice. For example vendor will give a 5 percent discount if paid in 3 days. Enter "3" days, and "5" percent.
Bline Date	Leave the default value.
Fixed	Leave blank.

Disc. base	Leave blank.
Disc. amount	Leave the default value or if the vendor has offered a special "lump sum" discount for payment within a specified time or a "good customer discount", enter the amount in this field.
Invoice reference	Used for linking credit memo's with invoice. Leave blank for invoice
Pmnt Block Blocking payments restricts the payment from being made whether due or not. This function may be used if there is a dispute or problem with a vendor.	If the invoice item should be blocked from payment, enter payment block 'A' in this field. Normally, this field will be left blank. Recurring "invoices" for utility companies (Public Works) may be blocked for payment until MWR receives a satisfactory invoice document.
Pmnt Method	Normally, this field should be left blank, so that the default payment method in the vendor master record will used by the automatic payment program. However, if this particular vendor invoice should be paid by check (rather than EFT), enter payment method C.
Pmnt Meth.supl.	Leave blank.
Assignment	Leave blank.
Text	Free entry description of transaction - useful for online inquiry and reporting. **If this field is prefixed with an "*' character, this text will print on the check stub and EFT remittance advice.** You will note, by hitting the "long text" icon, you can document many lines of text for notation purposes here!
PstKy	Enter posting key 40 for a debit to GL account. This is the standard form for a entering a journal.
Account	Enter the GL account for the first offsetting expense item.
SP G/L	Leave blank
Trans.type	Leave blank
New Co.code	Do not enter a value in this field.


Enter Vendor invoice: Add Vendor item
Document Edit Goto Extras Settings Environment System Help
More data
Act assgnmt model...
G/L item fast entry
Tax amounts
Calculate tax
Long text
Long Text for Document Line Item
SB1 (1) (100) mwrsap4 OVR 10:56

Vendor 4000000385 ED LUMLEYS EXHAUST
G/L acc 201000
Company code 1287 PO BOX 5746
MWR COMNAVREG, N.W. JACKSONVILLE

Item 1 / Invoice / 31

Amount 300.00 USD
Payt terms V010
Bline date 06/04/2000
Disc. base
Days/percent
Fixed
Disc. amount
Invoice ref.
Pmnt block
Pmnt method
Pmnt meth.supl.
Assignment
Text

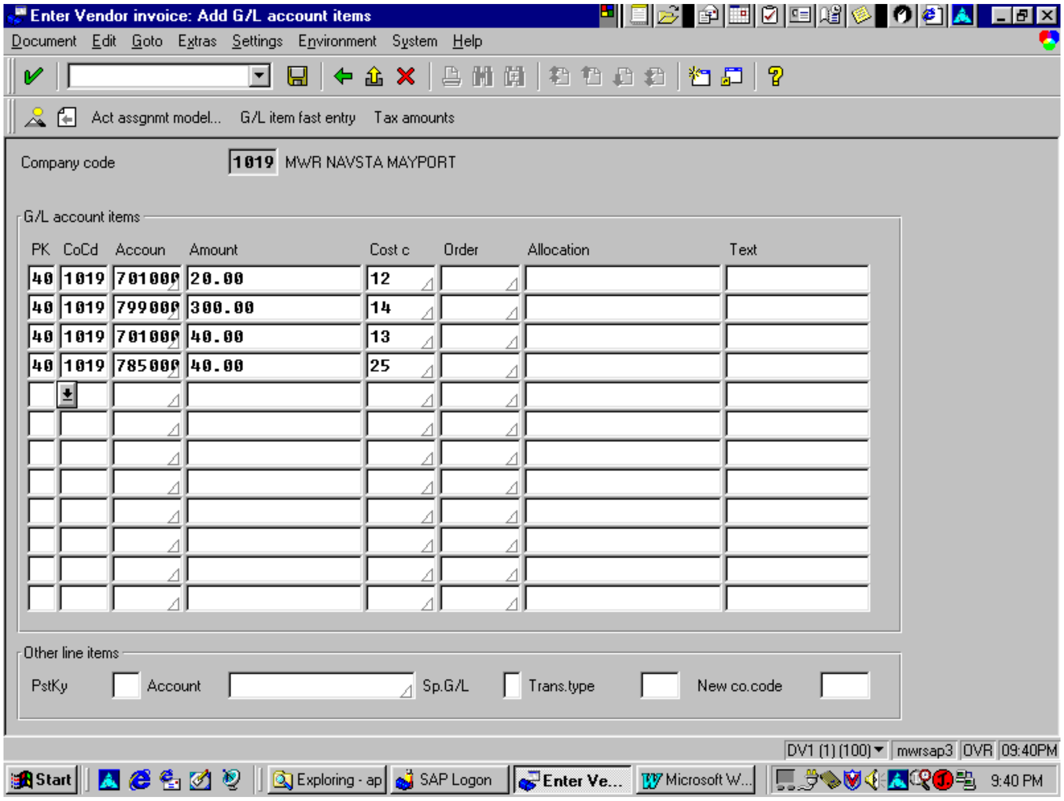
Next line item

PstKy Account Sp.G/L Trans.type New co.code

EN Notes

Press the Enter key or click the green check mark icon ✓

The G/L item fast entry template can also be utilized. Simply press the press the **G/L Item Fast Entry** push-button after the amount of the invoice is entered (prior to entering the offsetting posting key/accounts. Below see the Fast Entry Screen:
The G/L fast entry template can be selected at the outset of the transaction especially where multiple expense accounts will be entered against a single vendor (e.g., petty cash replenishment).


Enter Vendor invoice: Add G/L account items
Document Edit Goto Extras Settings Environment System Help
Act assgnmt model... G/L item fast entry Tax amounts
DV1 (1) (100) mwrsap3 OVR 09:40PM
Start
Exploring - ap
SAP Logon
Enter Ve...
Microsoft W...
9:40 PM

Company code 1019 MWR NAVSTA MAYPORT

G/L account items

PK	CoCd	Accoun	Amount	Cost c	Order	Allocation	Text
40	1019	701000	20.00	12			
40	1019	799000	300.00	14			
40	1019	701000	40.00	13			
40	1019	785000	40.00	25			

Other line items

PstKy ☐ Account ☐ Sp.G/L ☐ Trans.type ☐ New co.code ☐

If the Fast entry screen is not selected, proceed through the following fields/screen inputs:

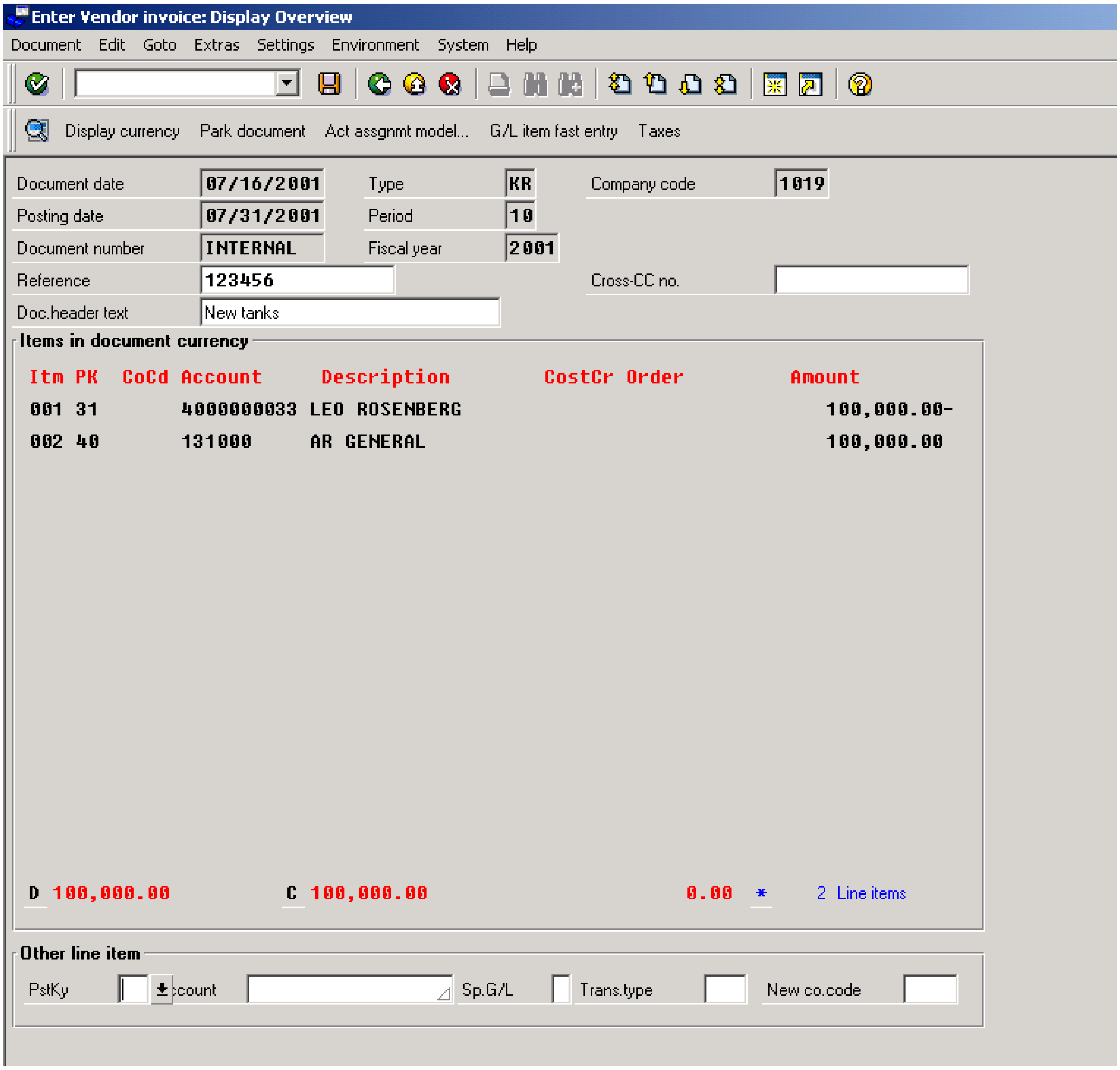
Screen: Create Vendor Invoice: Create GL Account Item

Field	**Description/Usage**
Amount	Enter the dollar amount of the first offsetting expense item.
Site	Leave blank
Cost Center	Enter the cost center code (if account is a cost element) to which the expense item should be coded.
Order	Enter the internal order to which the expense item should be coded. This field must be used in conjunction with the cost center since only a statistical posting is made to the internal order. Internal orders usually represent a special event (e.g. air show, concerts, festivals)
Assignment	Can be used to identify USA items (at the item level or other notation.
Text	Option field, enter a description for this expense line item. This text will never print on the check stub or EFT remittance advice.

PstKy	Enter posting key 40 for a debit to GL account. This is the standard form for entering a journal.
Account	Enter the GL account for the first offsetting expense item.
SP G/L	Leave blank
Trans.type	Leave blank
New Co.code	Do not enter a value in this field.

The remaining screens function as described previously (for the first offsetting expense line item).

Click to review the entry for balancing debits/credits.


Enter Vendor invoice: Display Overview
Document Edit Goto Extras Settings Environment System Help
Display currency Park document Act assgnmt model... G/L item fast entry Taxes
Items in document currency
Other line item

Document date 07/16/2001 Type KR Company code 1019

Posting date 07/31/2001 Period 10

Document number INTERNAL Fiscal year 2001

Reference 123456 Cross-CC no.

Doc.header text New tanks

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	31		4000000033	LEO ROSENBERG			100,000.00-
002	40		131000	AR GENERAL			100,000.00

D 100,000.00 C 100,000.00 0.00 * 2 Line items

PstKy Account Sp.G/L Trans.type New co.code

To post the document, click on 💾.

Document number generated: 3500000000 to 3599999999. This number should be written by hand on the originating document or invoice.

☑ Employee Travel Claims and Advances

To understand the way that SAP will handle an employee travel advance, you must understand the general travel claim process. The entire process has 5 basic steps:

1. Processing of Travel Advance Request
2. Issuing of Travel Advances (via EFT or check payment)
3. Processing of Travel Claims
4. Clearing of Travel Advance and Travel Claim
5. Issuing of Travel Claim Payments (via EFT or check payment); or Collection of Travel Claim Receivables

Processing of Travel Advance Request

Employees travelling on behalf of MWR or VQ are sometimes entitled to request and receive travel advances. This is entirely voluntary. If the employee chooses not to request a travel advance then you can proceed to Step 3: Processing Travel Claims.

If the employee does request a travel advance, accounting practice requires that these travel advances be recorded as an accounts receivable at the time that the advance request is processed. This can be done by using the employee's vendor sub-ledger account in a slightly unusual way: a direct invoice document is posted against the employee vendor, but the offsetting line item is posted as a special g/l debit to the *very same employee vendor*.

The special g/l indicator "E" can be used with vendor line items to direct the debit amount to the AR EMPLOYEE TRAVEL ADVANCES g/l account. A summary of this journal is shown below:

Example: An employee has been approved for a travel advance in the amount $200.00

CR (PK 31)	Employee Vendor Account (201000)		200.00
DR (PK 29 "E")	Employee Vendor Account (133004)	200.00	

Issuing of Travel Advance (via EFT or Check)

The ordinary vendor payable generated by the credit side of the document described above will be automatically selected and paid during the regular payment run for either EFTs or checks. Unless a "hot check" must be issued for the travel advance, no further intervention by the AP technician is required to issue the travel advance to the employee.

Processing of Travel Claim

Once the employee has completed the travel, they are required to submit a travel claim within five working days. With this submission the travel claim adjudication process can begin in SAP. Processing the travel claim involves simply posting an ordinary vendor direct invoice. The employee vendor is credited and the offsetting debit entries are posted to the appropriate travel and per diem related expense accounts. An example of this document is shown below:

Example: An employee has filed a travel claim in the amount of $250.00

CR (PK 31)	Employee Vendor Account (201000)		250.00
DR (PK 40)	Travel and Per Diem (721000)	250.00	

Other offsetting expense accounts are possible here as well.

Clearing of Travel Advance and Travel Claim

Obviously, not every employee requests a travel advance, as this is entirely voluntary. If this is the case, the processing of the approved travel claim is complete, as the payable claim will be automatically paid to the employee vendor during either the EFT or check payment runs. This is explained in Step 5: Issuing of Travel Claim Payments.

If, however, a travel advance was issued to the employee, it is required by policy that this advance be netted and cleared against any subsequent travel claims relating to the same travel order.

There are three possible situations that can arise when clearing travel advances with travel claims:

1. Travel claim amount is **greater than** travel advance
2. Travel claim amount is **exactly equal** to travel advance (this is rare!)
3. Travel claim amount is **less than** travel advance

Clearing the travel claim and travel advance together manually will cause the system to create a residual open item when the two amounts are not exactly equal.

This open item will be a credit (or payable) when the travel claim is greater than the travel advance. When this situation occurs, the payable claim will be automatically paid to the employee vendor during either the EFT or check payment runs. An example of this is shown below (remember is document is generated automatically by the system when the user clears the vendor items correctly using a residual item):

Example: An employee has an existing travel advance of $200.00 but has filed a travel claim in the amount of $250.00, leaving a $50.00 amount payable to the employee

DR (PK 27)	Employee Vendor Account (201000)	250.00	
CR (PK 39 “E”)	Employee Vendor Account (133004)		200.00
CR (PK 34)	Employee Vendor Account (201000)		50.00

Conversely, the open item will be a debit (or receivable) when the travel claim is less than the travel advance. When this situation occurs, the receivable must be collected from the employee. Normally, the employee will pay back the NAF fund by personal check.

Example: An employee has an existing travel advance of $200.00 but has filed a travel claim in the amount of $150.00, leaving a $50.00 amount receivable to MWR or VQ

DR (PK 29 “E”)	Employee Vendor Account (201000)	50.00	
DR (PK 27)	Employee Vendor Account (201000)	150.00	
CR (PK 39 “E”)	Employee Vendor Account (133004)		200.00

Issuing of Travel Claim Payments or Collection of Travel Claim Receivables

The ordinary vendor payable represented by the credit open item of the document described in the case where the travel claim is greater than the travel advance, will be automatically selected and paid during the regular payment run for either EFTs or checks.

In the case where the travel claim is less than the travel advance, a collection process will need to be started to receive the amount due from the employee. Once the receivable is collected, the receipt of the money can be accounted for using the DAR process for vendors. As this process is in itself unusual (collected receivables from vendors), an example is shown below:

Example: An employee pays back the excess travel advance

DR (PK 40)	DAR/POS Clearing Account (101060)	50.00	
CR (PK 39 “E”)	Employee Vendor Account (133004)		50.00

It is important to note that for this travel advance and travel claim process to function effectively, a copy of the travel orders must be submitted with the travel advance request form as well as with the approved travel claim. All documents posted in the system should us the travel order number in the Reference Document Number field in the document header. The number should be entered consistently with the letters “TO ” as a prefix. Entering appropriate line item text (with the “*” prefix) on the vendor account line items will enable the employee to clearly understand why they are receiving travel claim payments and to which travel orders they relate.

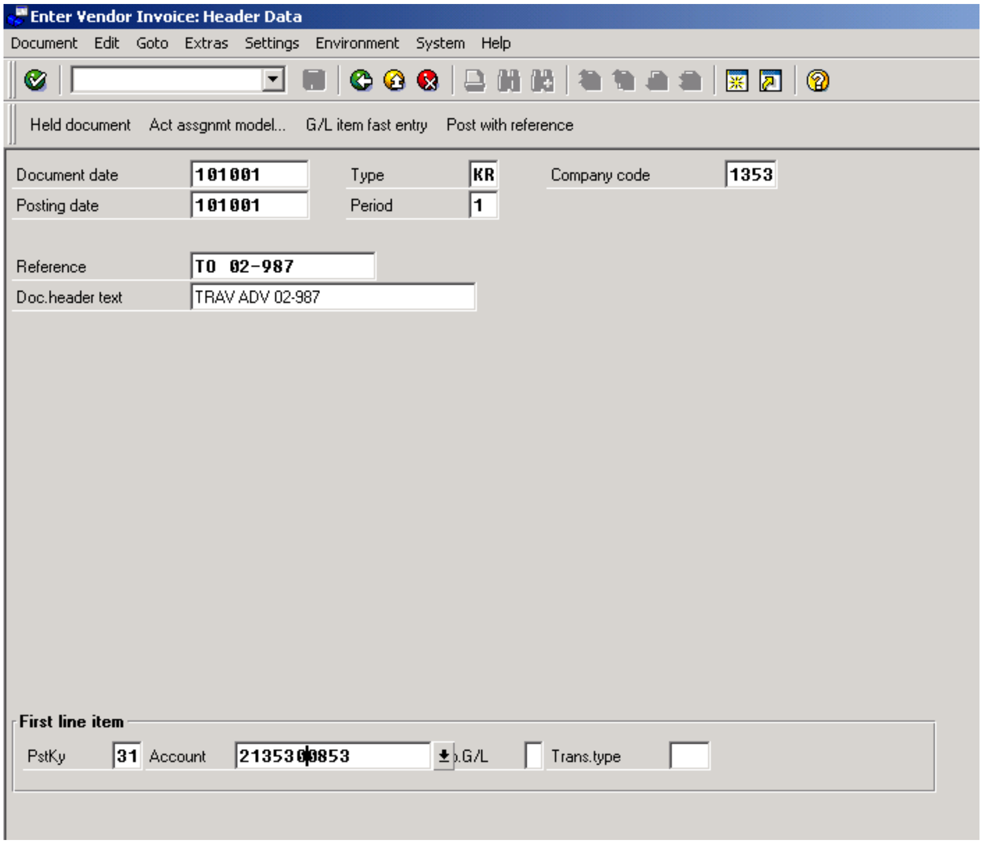
As this process is predominately an accounts payable function (since it uses the employee vendor sub-ledger), all steps should be performed by the appropriate AP Technician.

Step One: Processing of Employee Travel Advance Request

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > DOCUMENT ENTRY > INVOICE**

Transaction Code: **F-43**

The Opening screen: *Enter Vendor Invoice: Header Data*


Enter Vendor Invoice: Header Data
Document Edit Goto Extras Settings Environment System Help
Held document
Act assgnmt model...
G/L item fast entry
Post with reference
First line item

Document date 101001
Posting date 101001
Type KR
Period 1
Company code 1353
Reference TO 02-987
Doc.header text TRAV ADV 02-987
PstKy 31
Account 2135300853
Sp.G/L
Trans.type

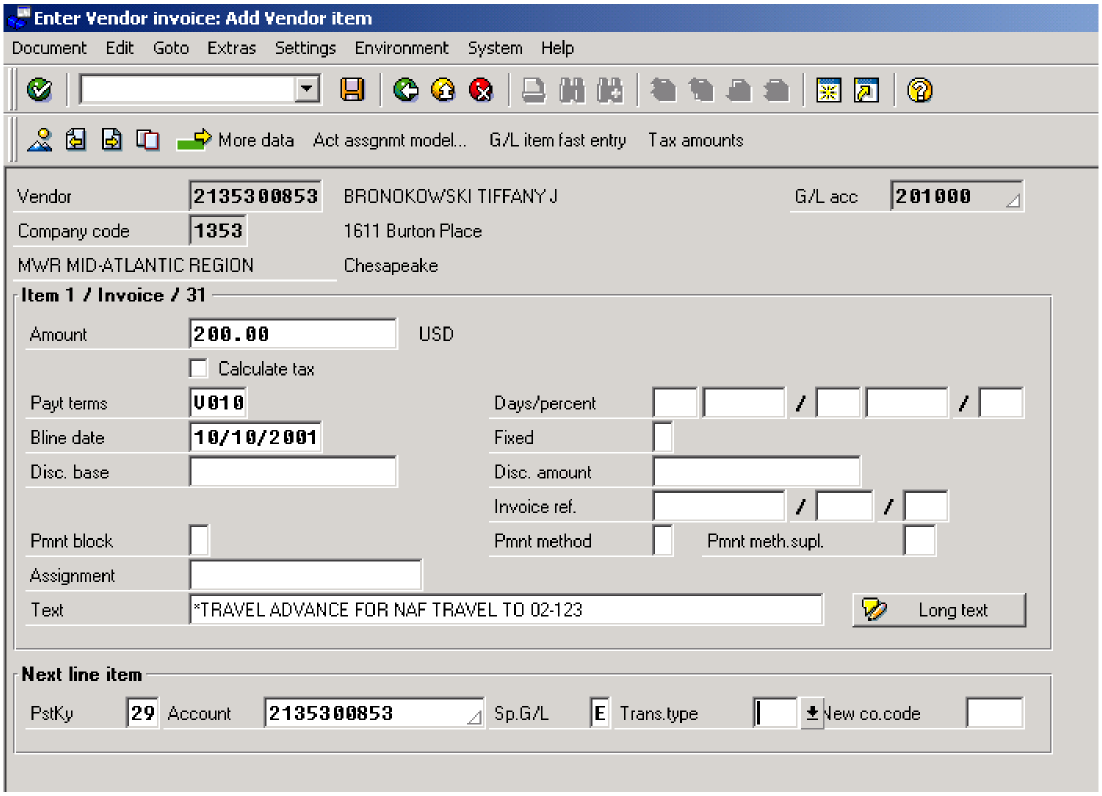
Use the following table to guide you with the correct entries for the window above.

2.4 Field Name	2.5 The proper entry
Document Date	The date of the travel advance
Document type	KR – Vendor Invoice
Posting Date	Same as the Document date
Reference	**VERY IMPORTANT:** The format of data entered in this field must always be consistent. The following is the recommended format: **"TO 02-123"** where "TO " stands for travel order and the numbers represent the travel order number)

Doc. Header text	To aid searching the following format is recommended: **"TRAVEL ADV 02-123"**
At the bottom of the window in the **First line item** section	
PstKy (Posting Key)	**31** – The Credit side of the Invoice
Account	**Employee Vendor Number**

Press the Enter key or click on the Green checkmark ✓ icon.

The Second screen in the Process: *Enter Vender Invoice: Add Vendor Item*


Enter Vendor invoice: Add Vendor item
Document Edit Goto Extras Settings Environment System Help
More data
Act assgnmt model...
G/L item fast entry
Tax amounts
Long text

Vendor 2135300853 BRONOKOWSKI TIFFANY J
G/L acc 201000
Company code 1353 1611 Burton Place
MWR MID-ATLANTIC REGION Chesapeake

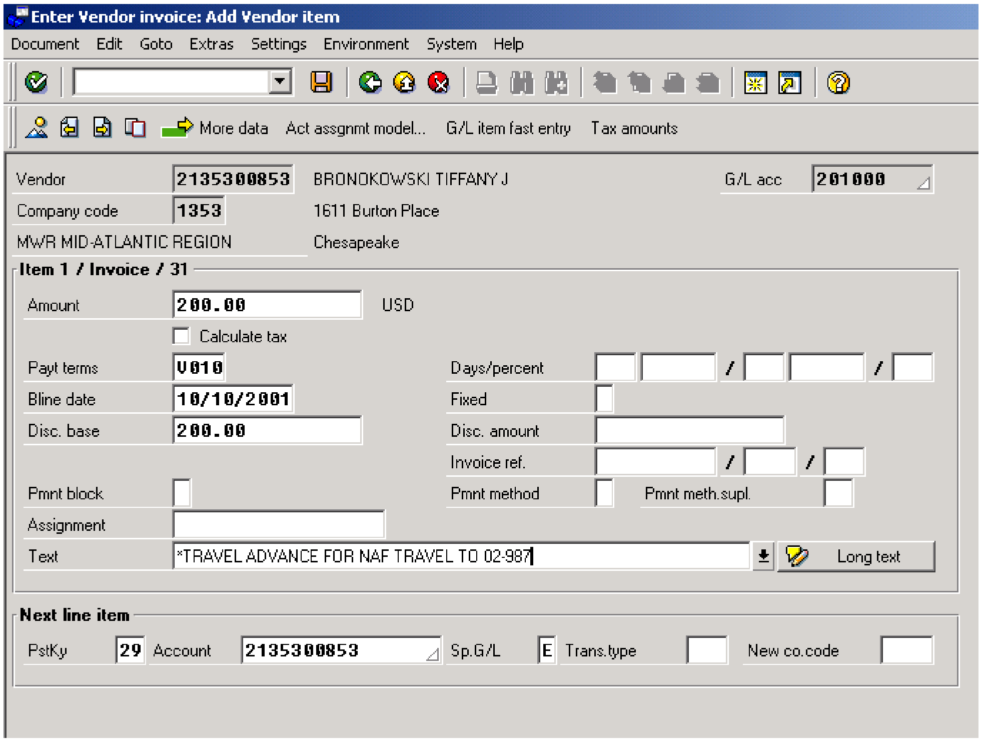
Item 1 / Invoice / 31
Amount 200.00 USD
☐ Calculate tax
Payt terms V010
Days/percent
Bline date 10/10/2001
Fixed ☐
Disc. base
Disc. amount
Invoice ref.
Pmnt block ☐
Pmnt method ☐
Pmnt meth.supl. ☐
Assignment
Text *TRAVEL ADVANCE FOR NAF TRAVEL TO 02-123

Next line item
PstKy 29 Account 2135300853 Sp.G/L E Trans.type New co.code

Use the following table for guidance:

The Field Name	The Proper Entry
Amount	The Amount of the Advance
Bline date	Should default correctly
Text	We recommend: **"*TRAVEL ADVANCE FOR NAF TRAVEL ORDER TO 02-123"**
Move to the **Next Line Item** section	
PstKy (Posting Key)	**29** – Special GL Debit
Account	**Employee Vendor Number**
Sp. G/L	**E** - Employee Advance

Press the Enter key or click on the Green checkmark ✓ icon to proceed to the detail screen for the next line item.


Enter Vendor invoice: Add Vendor item
Document Edit Goto Extras Settings Environment System Help
More data
Act assgnmt model...
G/L item fast entry
Tax amounts
Long text

Vendor 2135300853 BRONOKOWSKI TIFFANY J
G/L acc 201000
Company code 1353 1611 Burton Place
MWR MID-ATLANTIC REGION Chesapeake

Item 1 / Invoice / 31

Amount 200.00 USD
☐ Calculate tax
Payt terms V010
Days/percent
Bline date 10/10/2001
Fixed
Disc. base 200.00
Disc. amount
Invoice ref.
Pmnt block
Pmnt method
Pmnt meth.supl.
Assignment
Text *TRAVEL ADVANCE FOR NAF TRAVEL TO 02-987

Next line item

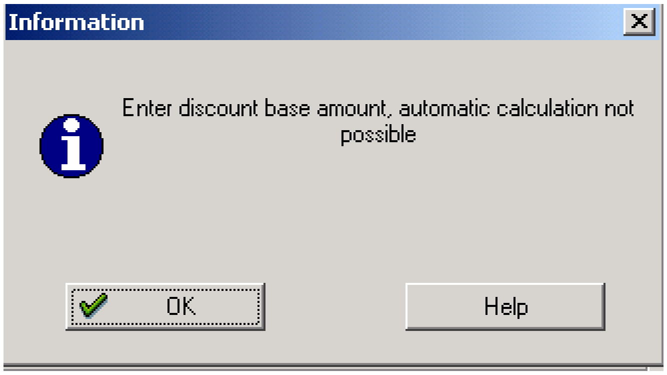
PstKy 29 Account 2135300853 Sp.G/L E Trans.type New co.code

Use the following table for guidance:

The Field Name	The Proper Entry
Amount	Total amount of the approved travel advance request
Bline date	Should default correctly from the document date
Disc. Base	Enter the same amount as the **Amount** field to avoid error message
Text	We recommend: **"*TRAVEL ADVANCE FOR NAF TRAVEL ORDER TO 02-123"**

Press the Enter key or click on the Green checkmark ✓ to check the entries in the current lien item.

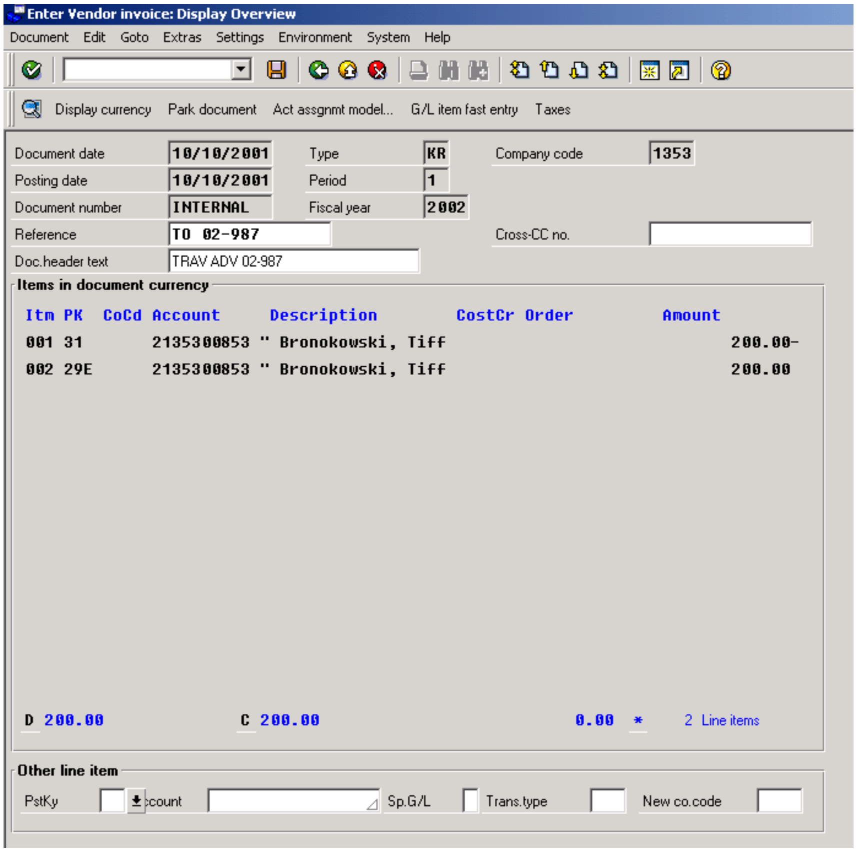
You may or may not receive the following message depending on whether you entered an amount in the **Disc. Base** field. Due to the nature of this particular document (i.e. two vendor related line items), the system cannot automatically derive the **Disc. Base** amount.


Information
OK
Help

Enter discount base amount, automatic calculation not possible

If you receive the message, enter the amount of the travel advance into the field labeled **Disc. Base** as shown below. You can avoid this error message altogether if you simply enter the **Disc. Base** before proceeding to the next screen (pressing Enter).

Now click on the "Document Overview" push-button to view a summary of the travel advance document.


Enter Vendor invoice: Display Overview
Document Edit Goto Extras Settings Environment System Help
Display currency Park document Act assgnmt model... G/L item fast entry Taxes

Document date	10/10/2001	Type	KR	Company code	1353
Posting date	10/10/2001	Period	1		
Document number	INTERNAL	Fiscal year	2002		
Reference	TO 02-987			Cross-CC no.	
Doc.header text	TRAV ADV 02-987				

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	31		2135300853	" Bronokowski, Tiff			200.00-
002	29E		2135300853	" Bronokowski, Tiff			200.00

D 200.00 C 200.00 0.00 * 2 Line items

Other line item

PstKy Account Sp.G/L Trans.type New co.code

As you can see from the Display Overview screen the Debits equal the Credits and the document can now be saved by clicking on the Save icon. Of course, the 10-digit document number should be recorded on the travel claim paperwork.

Step Two: Issuing Travel Advance

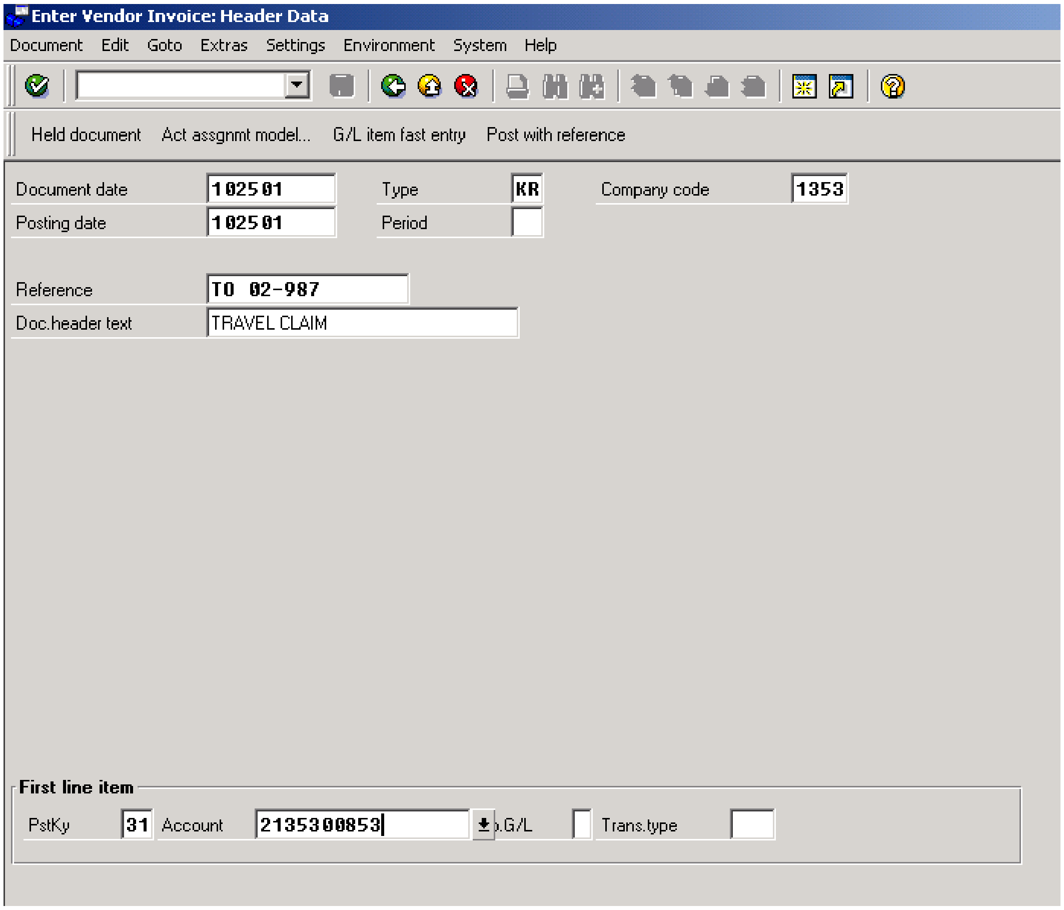
This step is performed automatically during the automatic payment runs for EFTs or checks. If a check payment is required immediately, a “hot” check can printed by the appropriate user by processing the vendor open item created in Step 1: Processing Employee Travel Advance Request. **Be sure that the open item is selected for the “hot” check. A “payment on account” should never be used for a travel advance**.

Step Three: Processing of Employee Travel Claim

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > DOCUMENT ENTRY > INVOICE**

Transaction Code: **F-43**

The Opening screen: *Enter Vendor Invoice: Header Data*


Enter Vendor Invoice: Header Data
Document Edit Goto Extras Settings Environment System Help
Held document
Act assgnmt model...
G/L item fast entry
Post with reference
First line item

Document date: 102501
Posting date: 102501
Type: KR
Period:
Company code: 1353
Reference: TO 02-987
Doc.header text: TRAVEL CLAIM

PstKy: 31
Account: 2135300853
Sp.G/L:
Trans.type:

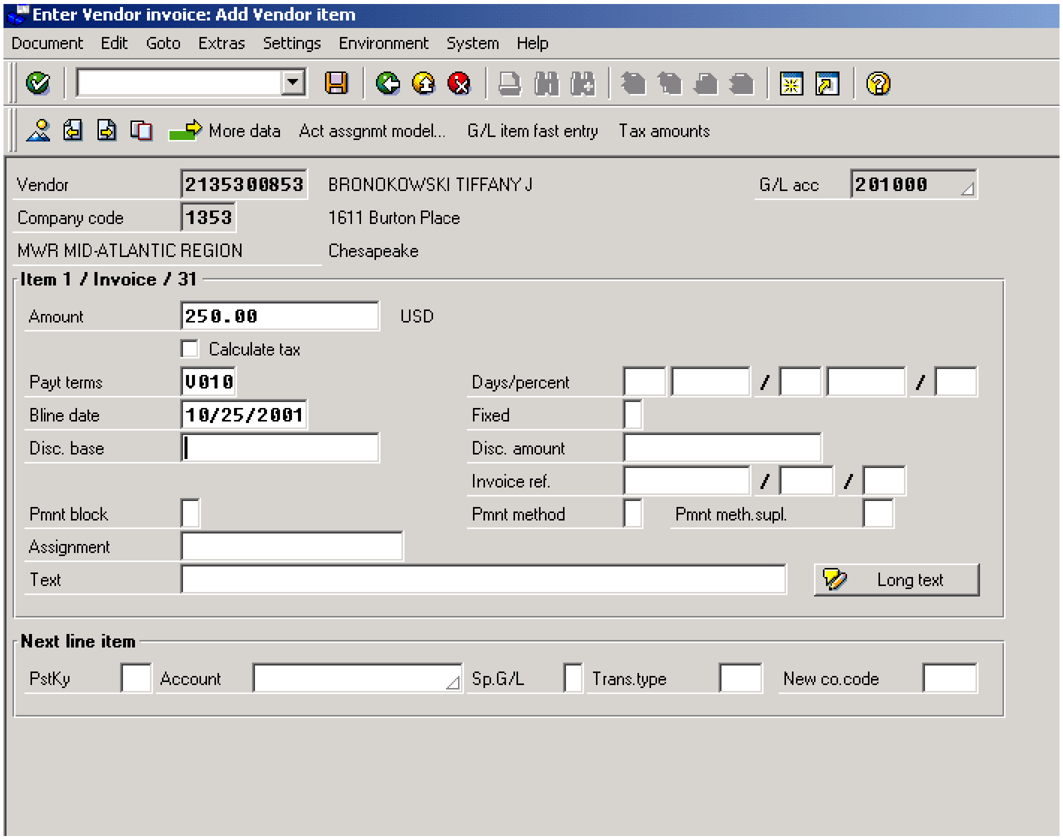
Use the following table for data entry guidance for the window above:

2.6 Field Name	2.7 The proper entry
Document Date	The date of the approved travel claim submitted by the employee (Employee must submit their travel claims within 5 days of the end date on their travel order)
Document type	KR – Vendor Invoice

Posting Date	Same as the Document date, unless the period is closed
Reference	**VERY IMPORTANT:** The format of data entered in this field must always be consistent. The following is the recommended format: **"TO 02-123"** where "TO " stands for travel order and the numbers represent the travel order number)
Doc. Header text	To aid searching the following format is recommended: **"TRAVEL CLAIM 02-123"**
At the bottom of the window in the **First line item** section	
PstKy (Posting Key)	**31** – The Credit side of the Invoice
Account	**Employee Vendor Number**

Press the Enter key or click on the Green checkmark ✓ icon.

The Second Screen:


Enter Vendor invoice: Add Vendor item
Document Edit Goto Extras Settings Environment System Help
More data
Act assgnmt model...
G/L item fast entry
Tax amounts
Days/percent
Fixed
Disc. base
Disc. amount
Invoice ref.
Pmnt block
Pmnt method
Pmnt meth.supl.
Assignment
Text
Long text
Next line item
PstKy
Account
Sp.G/L
Trans.type
New co.code

Vendor 2135300853 BRONOKOWSKI TIFFANY J G/L acc 201000

Company code 1353 1611 Burton Place

MWR MID-ATLANTIC REGION Chesapeake

Item 1 / Invoice / 31

Amount 250.00 USD

☐ Calculate tax

Payt terms V010

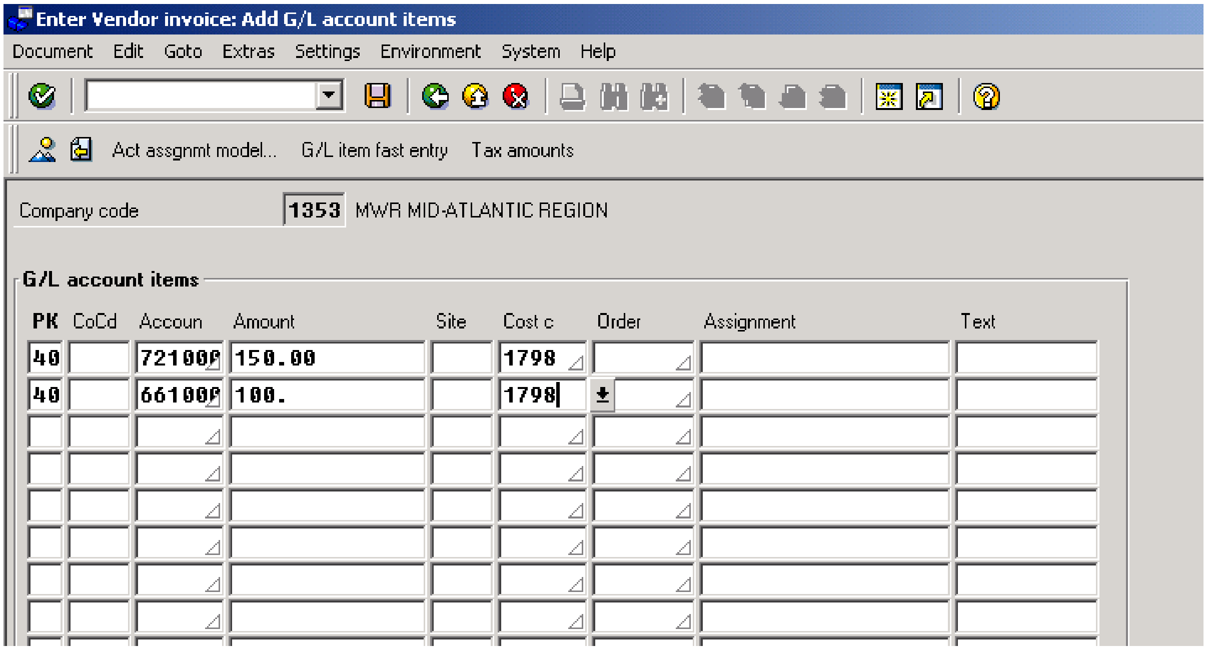
Bline date 10/25/2001

Use the following table for guidance:

The Field Name	The Proper Entry
Amount	Total amount of the approved travel claim
Bline date	Should default correctly from the document date
Text	We recommend: **"*TRAVEL CLAIM FOR NAF TRAVEL ORDER TO 02-123"**

To enter the offsetting line items to the appropriate Travel and Per Diem expense accounts, click the G/L item fast entry pushbutton. A fast entry screen will appear where you can enter the detailed expense items from the travel claim.

The next screen: *Enter Vendor Invoice: Add GL account items*


Enter Vendor invoice: Add G/L account items
Document Edit Goto Extras Settings Environment System Help
Act assgnmt model... G/L item fast entry Tax amounts
G/L account items

Company code 1353 MWR MID-ATLANTIC REGION

PK	CoCd	Accoun	Amount	Site	Cost c	Order	Assignment	Text
40		721000	150.00		1798			
40		661000	100.		1798			

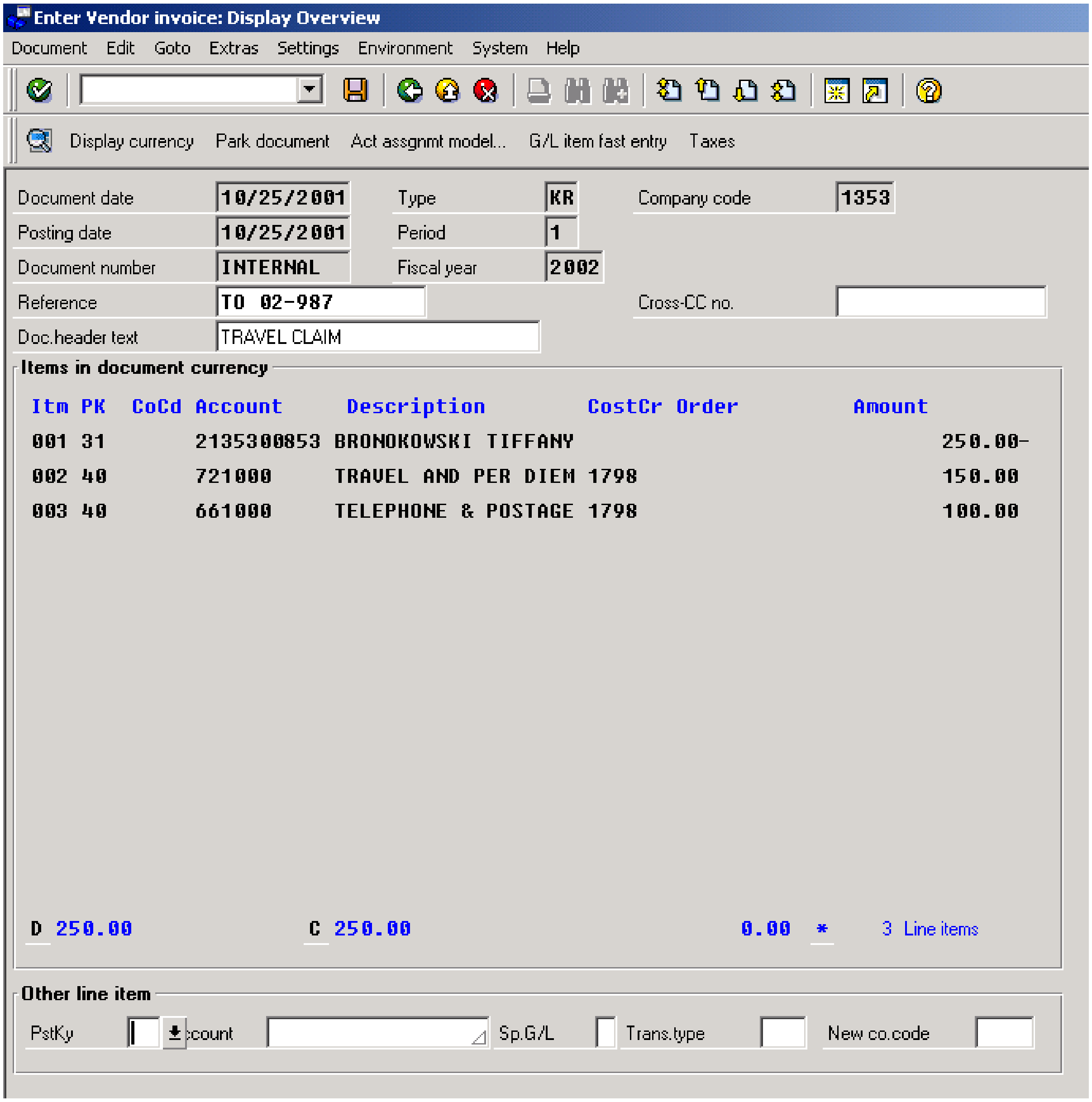
We have used the following two items as an example of the entries required on this screen:

PK: **40** Account: **721000** Travel & Per Diem Expenses Amount: **150.00**
Cost Center: **1798**

PK: **40** Account: **661000** Telephone Expense Amount: **100.00**
Cost Center: **1798**

After entering all the necessary line items, click on the "Document Overview" push-button to view a summary of the travel claim and determine whether the debits and credits of this transaction are equal.

The screen appears: *Enter Vendor Invoice: Display Overview*


Enter Vendor invoice: Display Overview
Document Edit Goto Extras Settings Environment System Help
Display currency Park document Act assgnmt model... G/L item fast entry Taxes
Items in document currency
Other line item
PstKy
Account
Sp.G/L
Trans.type
New co.code

Document date	10/25/2001	Type	KR	Company code	1353
Posting date	10/25/2001	Period	1		
Document number	INTERNAL	Fiscal year	2002		
Reference	TO 02-987			Cross-CC no.	
Doc.header text	TRAVEL CLAIM				

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	31		2135300853	BRONOKOWSKI TIFFANY			250.00-
002	40		721000	TRAVEL AND PER DIEM 1798			150.00
003	40		661000	TELEPHONE & POSTAGE 1798			100.00

D 250.00 C 250.00 0.00 * 3 Line items

As you can see from the Display Overview screen the Debits equal the Credits and the document can now be saved by clicking on the Save 💾 icon. Of course, the 10-digit document number should be recorded on the travel claim paperwork.

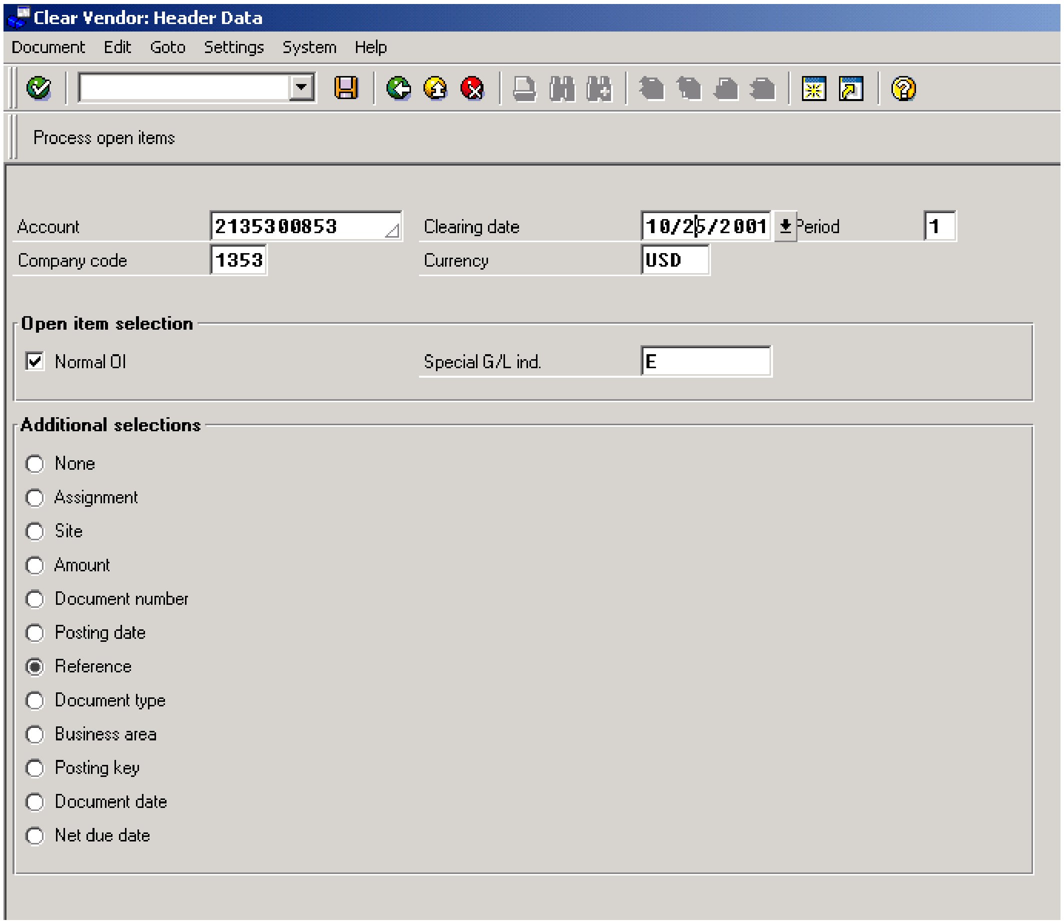
Step Four: Clearing of the Travel Advance and Travel Claim

This step should be performed immediately after posting the travel claim in Step 3: Processing the Travel Claim.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ACCOUNT > CLEAR**

Transaction Code: **F-44**

The Opening screen: *Clear Vendor: Header Data*


Clear Vendor: Header Data
Document Edit Goto Settings System Help
Process open items

Account 2135300853

Clearing date 10/25/2001

Period 1

Company code 1353

Currency USD

Open item selection

☑ Normal OI

Special G/L ind. E

Additional selections

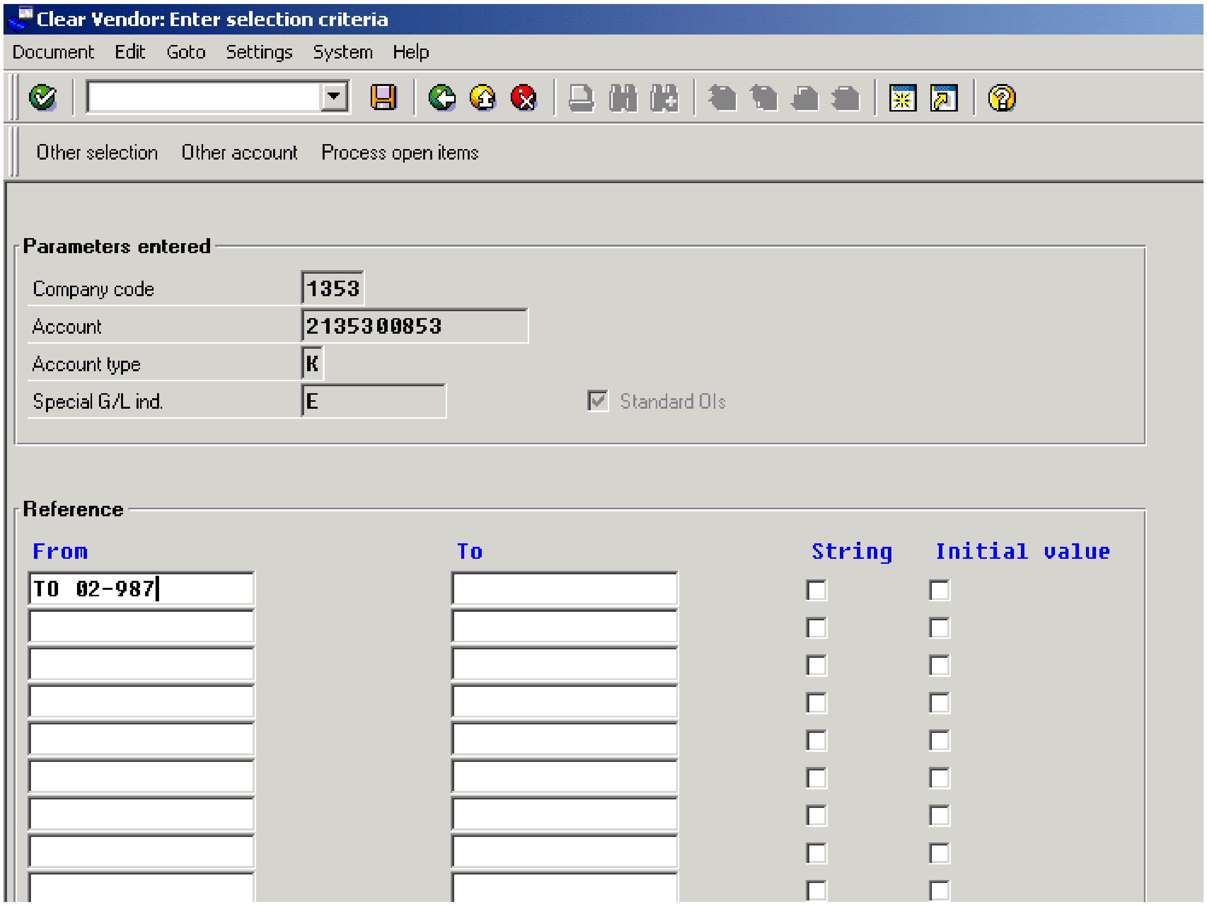
○ None
○ Assignment
○ Site
○ Amount
○ Document number
○ Posting date
● Reference
○ Document type
○ Business area
○ Posting key
○ Document date
○ Net due date

Use the following table for guidance in filling out this initial screen:

The Field Name	The Proper Entry
Account	**Employee Vendor Number**
Clearing Date	Date of the approved travel claim submitted by the employee
Company code	The four digit Company code
Special G/L ind.	Enter "**E**" for Employee advance
Additional selections	VERY IMPORTANT: Select **Reference** as

	we will clear based on the original reference document number.

The next screen allows the entry of the actual Reference that we are clearing with. In our example, we have used **“TO 02-987”. It is clear why it is so very important that the format of the Reference Document Number be entered consistently. It would impossible to select the open items using this method when the data is inconsistent.** The data entered in this field is case sensitive.



Clear Vendor: Enter selection criteria

Parameters entered

Company code: 1353
Account: 2135300853
Account type: K
Special G/L ind.: E
☑ Standard OIs

Reference

From: TO 02-987

We then click on the Process open items push button.

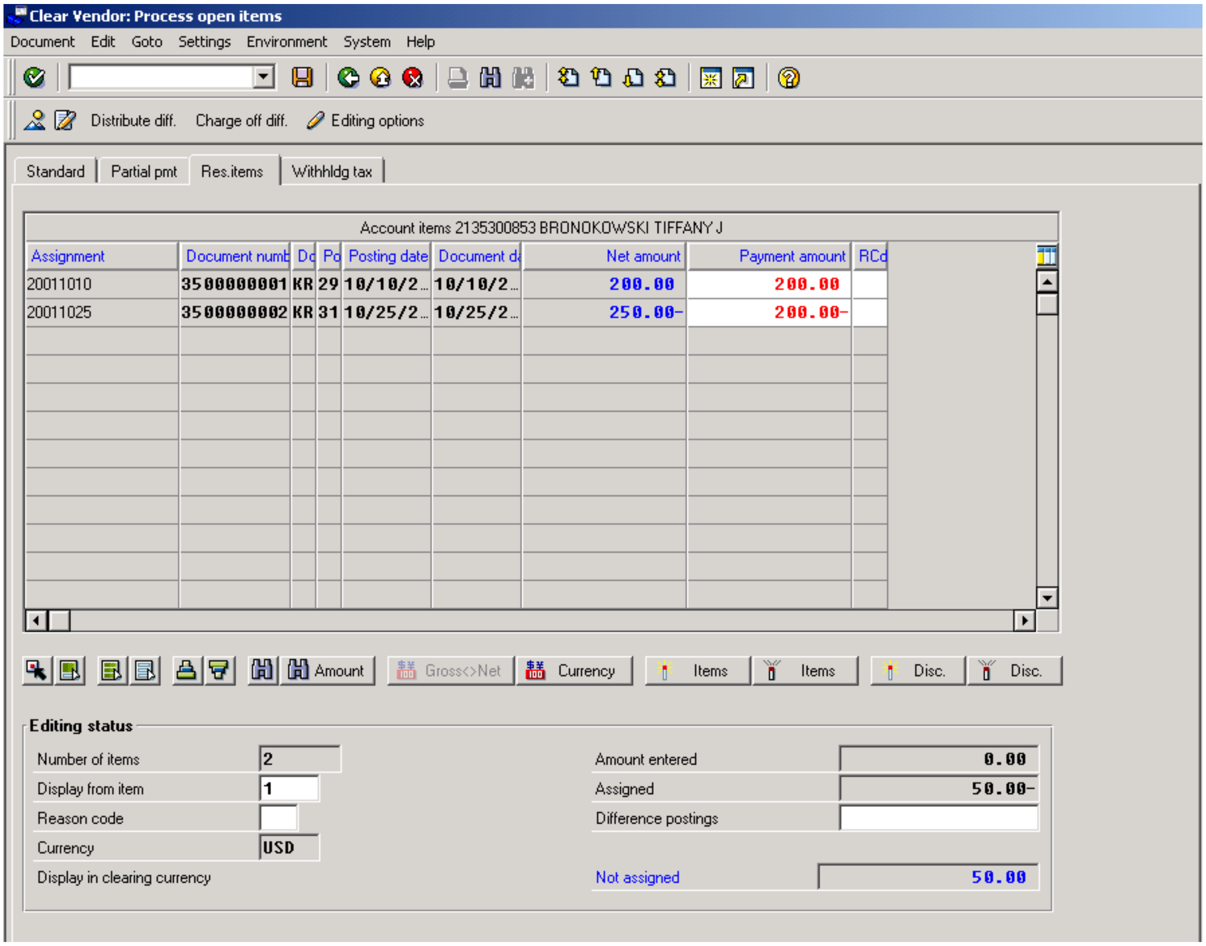
If you do not see the expected open items, it is likely that the data in the Reference Document Number has been entered inconsistently. Both documents should be checked and changed if necessary. Alternatively, all open items could be processed and only the relevant items selected on the screen. This method is less efficient, but will work.

Once you have the expected open items on the screen, you can proceed to clear them. Make sure the open items are highlighted (either red or blue). They may appear this way when you first see the screen, or you may have to select them manually by double-clicking on each item individually. You will notice that there is an “out of balance” condition when we open the first screen and to properly clear this transaction, we must adjust the way the system will clear the selected open items.

To do this follow the steps outlined below:

1. Click on the Residual Items tab, labeled **Res. Items.**
2. Notice that the two line items are not equal. In our example, the 29 entry is $200.00 and the 31 entry (the actual travel claim) is $250.00.
3. Click on the column labeled **Payment Amount** for each item. Notice that the 29 Payment amount is $200.00 and this one is correct. On the other hand, the 31 line payment amount is wrong as it states 250.00 and must be changed to 200.00 the amount that we have actually paid. Note that the "sign" when changing the **Payment Amount**.
4. Change the amount in the 31 line in the column labeled **Payment Amount** to $200.00.
5. At this point we may click the "Document Overview" push-button to check the equality of the transactions. This will show a blank window with no details on it.

The standard rule for Travel Advance and Travel Claim Clearing is that the lowest absolute dollar amount should appear in the **Payment Amount** field whether the travel claim is greater than or less than the travel advance. Again, pay close attention to the amount's "sign" (debit or credit).


Clear Vendor: Process open items
Document Edit Goto Settings Environment System Help
Distribute diff.
Charge off diff.
Editing options
Standard
Partial pmt
Res.items
Withhldg tax
Amount
Gross<>Net
Currency
Items
Items
Disc.
Disc.

Account items 2135300853 BRONOKOWSKI TIFFANY J

Assignment	Document numb	Dc	Po	Posting date	Document da	Net amount	Payment amount	RCd
20011010	3500000001	KR	29	10/10/2...	10/10/2...	200.00	200.00	
20011025	3500000002	KR	31	10/25/2...	10/25/2...	250.00-	200.00-	

Editing status

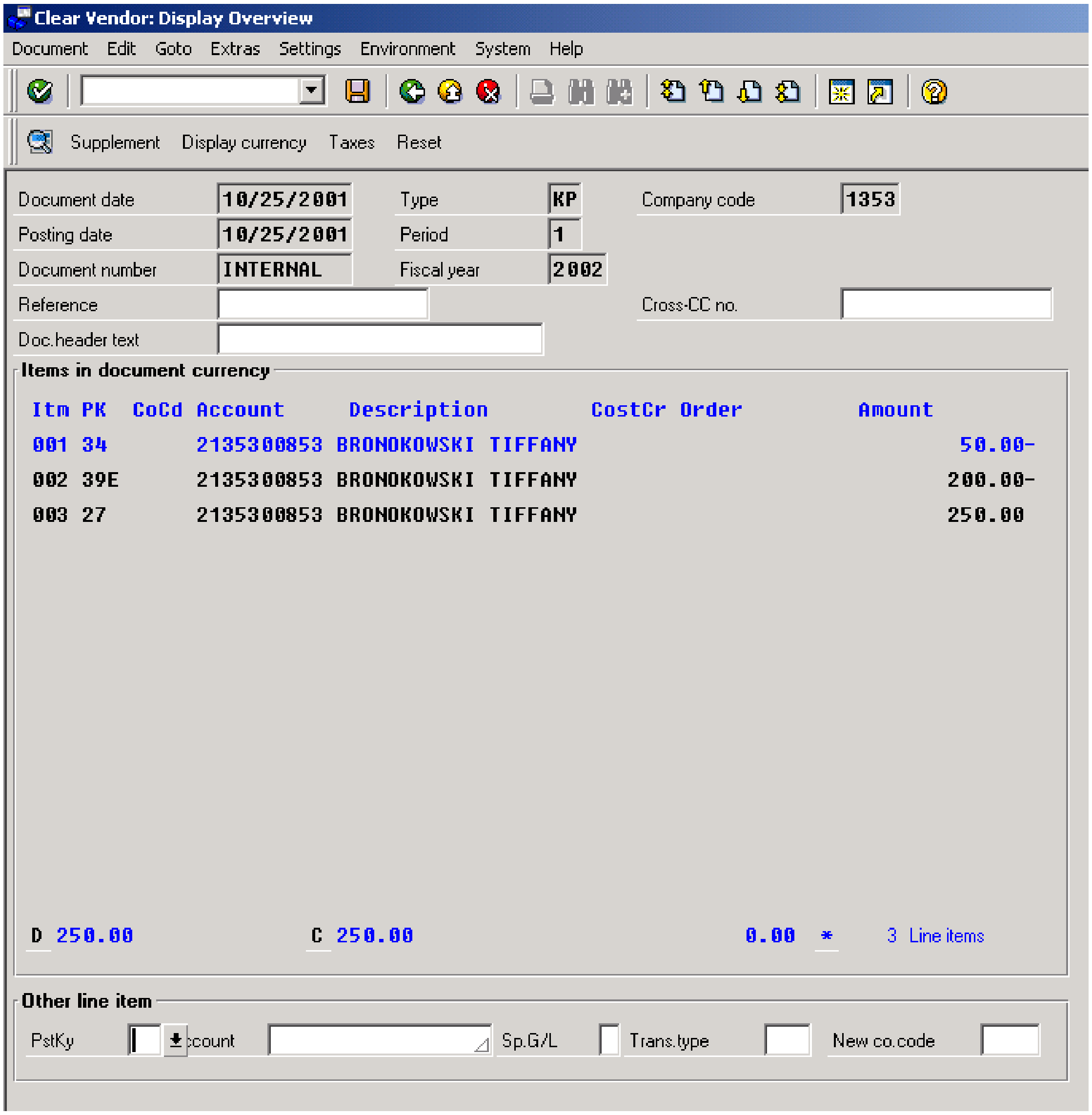
Number of items	2	Amount entered	0.00
Display from item	1	Assigned	50.00-
Reason code		Difference postings	
Currency	USD		
Display in clearing currency		Not assigned	50.00

Choose the menu path Document > Simulate and the system will calculate and create the necessary residual item amount. In the example, a residual item for $50.00 was created.

Notice the screen below. You will receive a message to correct the marked items (the ones in a different color). Double-click on the line to correct this item. You will be taken to the item screen to fill in the mandatory line item text field.

It is recommend that **"*Travel Claim for NAF Travel Order 02-987**" be entered as a standard, consistent text. The "*" prefix will ensure that this text is printed on the employee's check stub or EFT remittance advice when this open item is paid (if the residual item is payable to the employee). This greatly helps the employee understand to which travel order a particular payment relates.

Now click on the "Document Overview" push-button to return to the Document Overview screen.


Clear Vendor: Display Overview
Document Edit Goto Extras Settings Environment System Help
Supplement Display currency Taxes Reset

Document date	10/25/2001	Type	KP	Company code	1353
Posting date	10/25/2001	Period	1		
Document number	INTERNAL	Fiscal year	2002		
Reference				Cross-CC no.	
Doc.header text					

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	34		2135300853	BRONOKOWSKI TIFFANY			50.00-
002	39E		2135300853	BRONOKOWSKI TIFFANY			200.00-
003	27		2135300853	BRONOKOWSKI TIFFANY			250.00

D 250.00 C 250.00 0.00 * 3 Line items

Other line item

PstKy Account Sp.G/L Trans.type New co.code

As you can see from the Display Overview screen the Debits equal the Credits and the document can now be saved by clicking on the Save icon. Of course, the 10-digit document number should be recorded on the travel claim paperwork.

Step Five: Issuing Travel Claim Payment or Collecting Travel Claim Receivable

If the Clearing of the Travel Advance and Travel Claim results in a residual open item that is payable to the employee, this item will be paid automatically during the automatic payment runs for EFTs or checks.

Conversely, if the Clearing of the Travel Advance and Travel Claim results in a residual open item that is receivable from the employee, the standard collection process should followed. Once the receipt of money is posted to the employee vendor sub-ledger it should be cleared against the outstanding travel claim receivable.

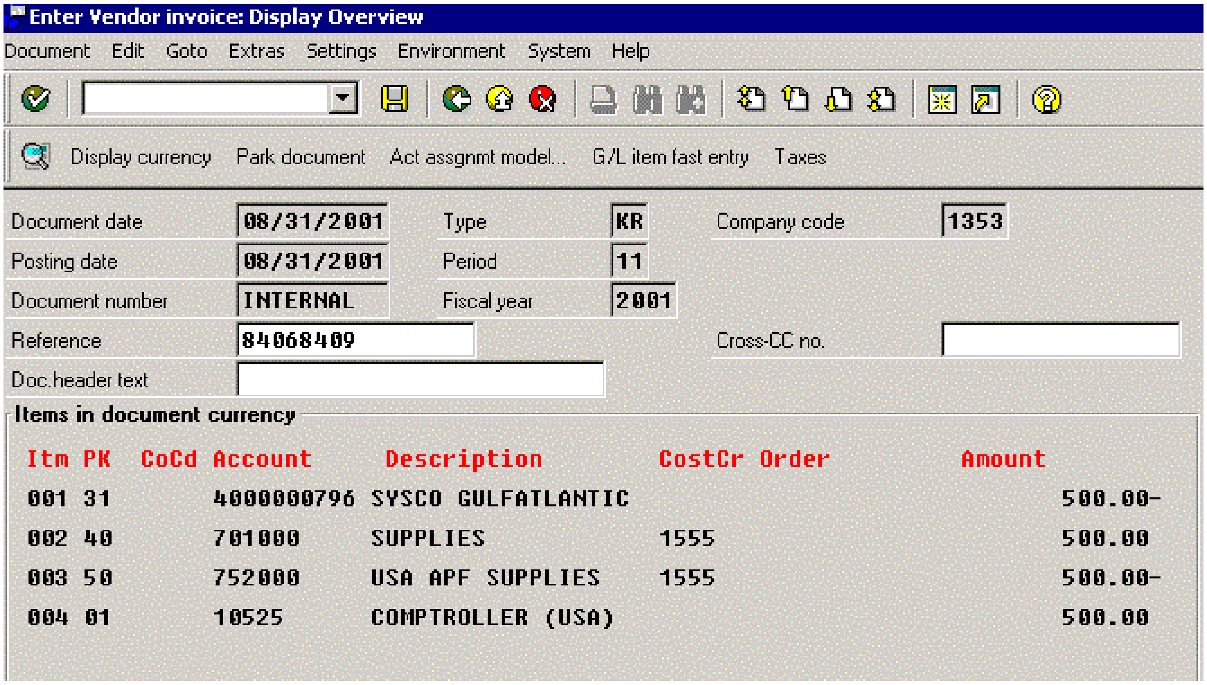
☑ Invoices with USA Offset

As you know, some items that will be "USA'd" will be procured on Purchase Orders. For those items the Purchase order line items will be flagged as USA items. Using a special report for purchase orders, all USA items can be identified to aid in creating the month end receivable/USA Offset entry and for preparation of the Form1034 (or whatever form locally used) for delivery to the Comptroller.

For those items NOT included on the purchase order that are paid through Direct Invoice processing it is possible to create the USA Offset/Receivable entry at the time the invoice is entered (vice creating a GJV at monthend). Thus if the facility manager or staff designates that an item is eligible for "USA" on their petty cash voucher replenishment, Citibank Credit Card Log, etc., the Accounts Payable Technician can create the Receivable entry AND the USA Offset entry "on the fly", rather than at monthend.

Follow the process for entering an invoice as noted above. Prior to saving the document you will enter the additional lines for the USA Offset and Receivable. You can use the "fast entry" screen to continue to enter the USA Offset credit entries (to 752000, etc.). The offsetting debit entry will be to the Customer Comptroller (or whomever you submit for USA payment). ***NOTE: The Customer Comptroller has a reconciliation account of 136000 so the receivable will be reflected on the correct line of the balance sheet!!***

The entry (once completed) will look like this:


Enter Vendor invoice: Display Overview
Document Edit Goto Extras Settings Environment System Help
Display currency
Park document
Act assgnmt model...
G/L item fast entry
Taxes

Document date	08/31/2001	Type	KR	Company code	1353
Posting date	08/31/2001	Period	11		
Document number	INTERNAL	Fiscal year	2001		
Reference	84068409			Cross-CC no.	
Doc.header text					

Items in document currency

Itm	PK	CoCd	Account	Description	CostCr	Order	Amount
001	31		4000000796	SYSCO GULFATLANTIC			500.00-
002	40		701000	SUPPLIES	1555		500.00
003	50		752000	USA APF SUPPLIES	1555		500.00-
004	01		10525	COMPTROLLER (USA)			500.00

☑

Credit Memo Posting

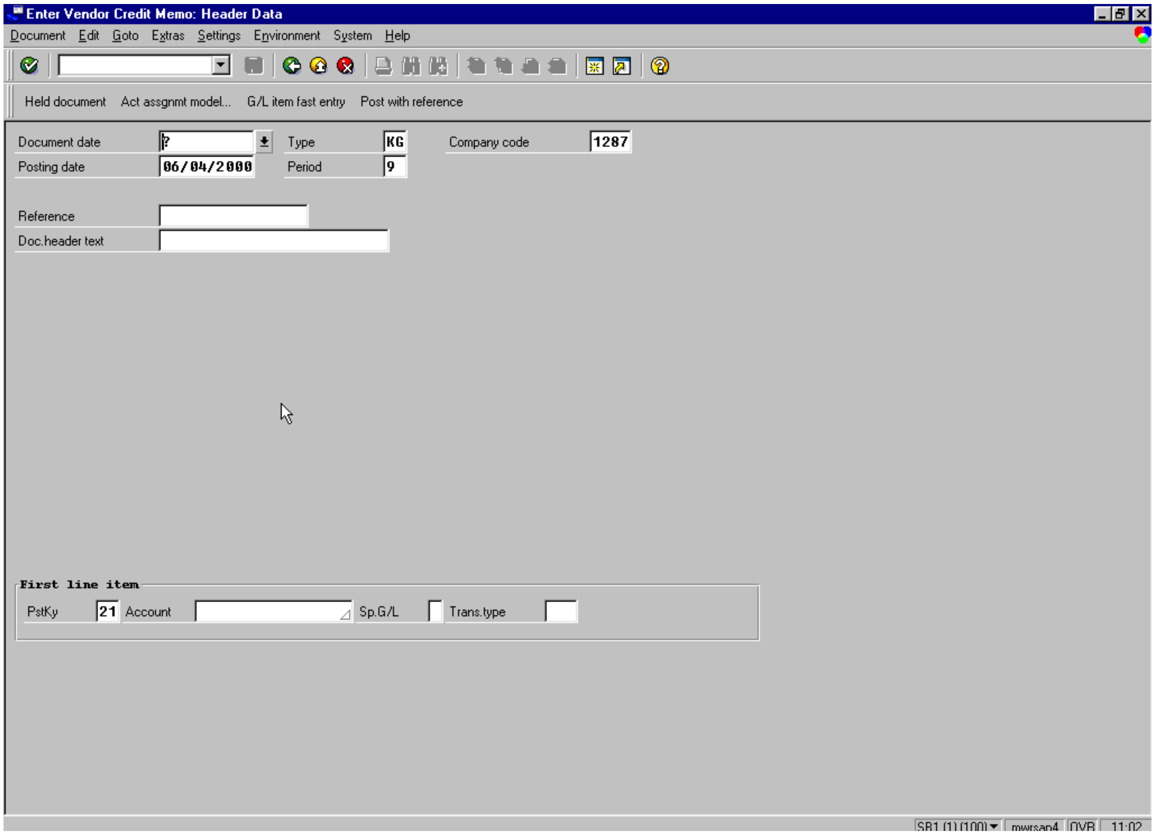
ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE→DOCUMENT ENTRY →CREDIT MEMO

Transaction Code**: F-41**

Screen: Enter Vendor Credit Memo: Header Data

Field	Description/Usage
Document Date	Enter the date of the originating document or the vendor's credit memo.
Doc Type	KG (default entry)
Company Code	Enter the company code for the base/fund in which the vendor item should be posted.
Posting Date	This field defaults to current date. Change the posting date if the document ought to be posted in a different fiscal period.
Period	Leave blank.
Document Number	Leave blank.
Reference (Required Field)	Enter the reference number of the originating document. For example, this may be the vendor's credit memo number.
Doc Header Text	Free entry document header text contains explanations or notes that apply to the document as a whole, that is, not only for certain line items. A general description of the business transaction can be entered here.
PstKy	Enter posting key 21 for a debit entry to a vendor account number.
Account	Enter the vendor account number. This should not be confused with the payables reconciliation g/l account. If it is an invalid vendor account, the system will give an error message.
SP G/L	Leave blank.
Trans.type	Leave blank

Press the Enter key or click on the green check mark icon. ✓


Enter Vendor Credit Memo: Header Data
Document Edit Goto Extras Settings Environment System Help
Held document
Act assgnmt model...
G/L item fast entry
Post with reference
First line item

Document date ?
Type KG
Company code 1287
Posting date 06/04/2000
Period 9
Reference
Doc.header text

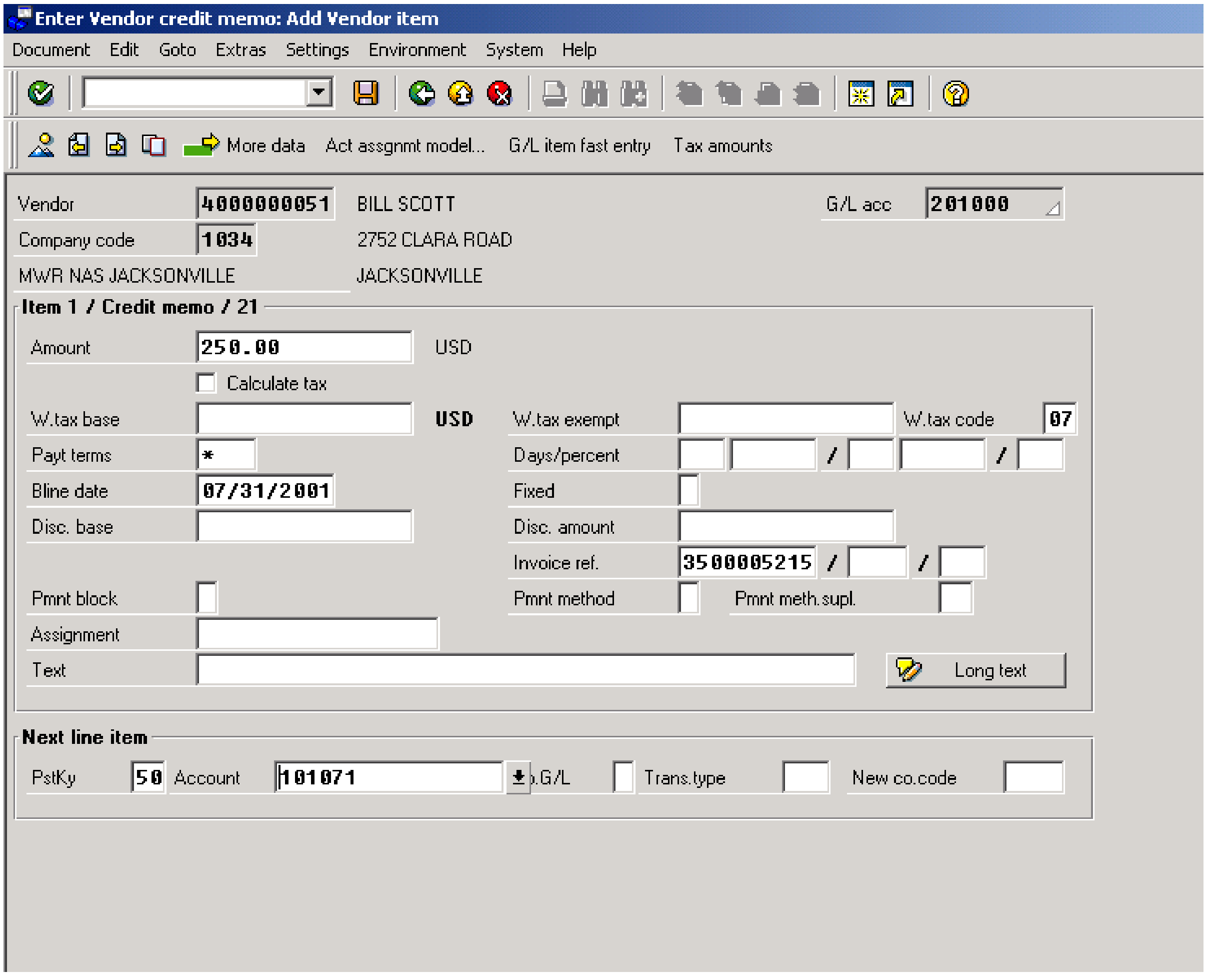
PstKy 21
Account
Sp.G/L
Trans.type

Screen: Enter Vendor Credit Memo: Add Vendor Item

Field	Description/Usage
Amount	Enter the dollar amount indicated on the originating document or credit memo.
Calculate tax	Leave blank.
W.tax base	Leave blank if this field appears on the screen.
W.tax exempt	Leave blank if this field appears on the screen.
W.tax code	Leave the default value if this field appears on the screen. This code indicates the vendor is subject to 1099 reporting.
Payment Terms	Leave the default value if one appears. To adopt the payment terms on the vendor master record enter '*'.
Days/Percent	Leave blank.
Bline Date	Leave the default value.
Fixed	Leave blank.
Disc. base	Leave blank.
Disc. amount	Leave blank.

Invoice reference	Enter the SAP invoice document number and fiscal year to which the vendor credit memo relates. **This will cause the original invoice's payment terms to be adopted automatically for the credit memo!!! By entering the invoice number in this reference field the credit memo and invoice will be "linked" and payment will always be made "net".**
Pmnt Block	Normally, this field will be left blank.
Pmnt Method	Leave blank.
Pmnt Meth.supl.	Leave blank.
Assignment	Leave blank.
Text	Free entry description of transaction - useful for online inquiry and reporting.
PstKy	Enter posting key 50 for a debit to GL account. This is the standard form for entering a journal.
Account	Enter the GL account for the first offsetting expense item.
SP G/L	Leave blank
Trans.type	Leave blank
New Co.code	Do not enter a value in this field.

Press the Enter key or click on the green check mark icon. ✓


Enter Vendor credit memo: Add Vendor item
Document Edit Goto Extras Settings Environment System Help
More data
Act assgnmt model...
G/L item fast entry
Tax amounts
Long text

Vendor 4000000051 BILL SCOTT G/L acc 201000

Company code 1034 2752 CLARA ROAD

MWR NAS JACKSONVILLE JACKSONVILLE

Item 1 / Credit memo / 21

Amount 250.00 USD

☐ Calculate tax

W.tax base USD W.tax exempt W.tax code 07

Payt terms * Days/percent / /

Bline date 07/31/2001 Fixed ☐

Disc. base Disc. amount

Invoice ref. 3500005215 / /

Pmnt block ☐ Pmnt method Pmnt meth.supl.

Assignment

Text

Next line item

PstKy 50 Account 101071 Sp.G/L ☐ Trans.type New co.code

Screen: Create Vendor Credit Memo: Create GL Account Item

Field	Description/Usage
Payment Transactions:	
Amount	Enter the dollar amount of the first offsetting expense item.
Site	Leave Blank
Cost Center	Enter the cost center code (if account is a cost element) to which the expense item should be coded.
Order	Enter the internal order to which the expense item should be coded. This field must be used in conjunction with the cost center since only a statistical posting is made to the internal order. Internal orders usually represent a special event (e.g. air show, concerts, festivals)
Assignment	Leave blank.

Text	Optional. Enter a description for this expense line item. This text will never print on the check stub or EFT remittance advice.

To post document, click on 💾.

Message: *'Document 31xxxxxxxxx is posted'.*

Document number generated: 3100000000 to 3199999999. This number should be written by hand on the originating document or credit memo

☑ Invoice/Credit Memo Fast Entry

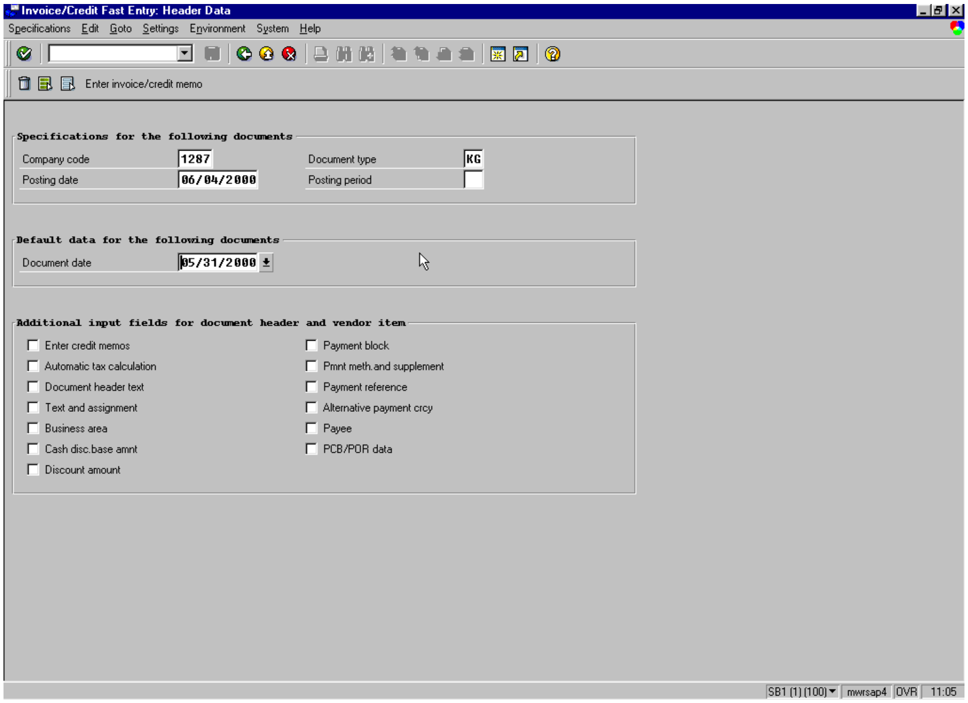
ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE➔DOCUMENT ENTRY ➔INV./CR. MEMO FAST ENTRY

Transaction Code**:** **FB10**

Screen 1: Invoice/Credit Fast Entry: Header Data

Field	Description/Usage
Specifications for the following documents	
Company Code	Enter the company code for the base/fund in which the vendor item should be posted.
Doc Type	Enter KR for invoice postings and KG for credit memo postings or SD for DAR postings.
Posting Date	This field defaults to current date. Change the posting date if the document ought to be posted in a different fiscal period.
Posting Period	Leave blank.
Default data for the following documents	
Document Date	Enter the date of the originating document or vendor's invoice / credit memo.
Additional input fields for document header **(select any of theses additional input fields if that field information is required)**	
Enter credit memos	Check this indicator if credit memos will also be entered with invoices.
Payment block	Check this indicator if payment block is required
Pmnt meth and supplement	Normally, this field should be left blank, so that the default payment method in the vendor master record will used by the automatic payment program. However, if this particular vendor invoice should be paid by check (rather than EFT), enter payment method C.

Document header text	Check this indicator if document header text is to be ready for input. Generally, this indicator should be flagged.
Text and assignment	Check this indicator if item text and assignment are to be ready for input. Generally, this indicator should be flagged.
Cash disc base amnt	Check this indicator if cash discount base amount is required
Discount amount	Check this indicator if cash discount amount is required


Invoice/Credit Fast Entry: Header Data
Specifications Edit Goto Settings Environment System Help
Enter invoice/credit memo
SB1 (1) (100)
mwrsap4
OVR
11:05

Specifications for the following documents

Company code 1287
Document type KG
Posting date 06/04/2000
Posting period

Default data for the following documents

Document date 05/31/2000

Additional input fields for document header and vendor item

☐ Enter credit memos
☐ Automatic tax calculation
☐ Document header text
☐ Text and assignment
☐ Business area
☐ Cash disc.base amnt
☐ Discount amount
☐ Payment block
☐ Pmnt meth.and supplement
☐ Payment reference
☐ Alternative payment crcy
☐ Payee
☐ PCB/POR data

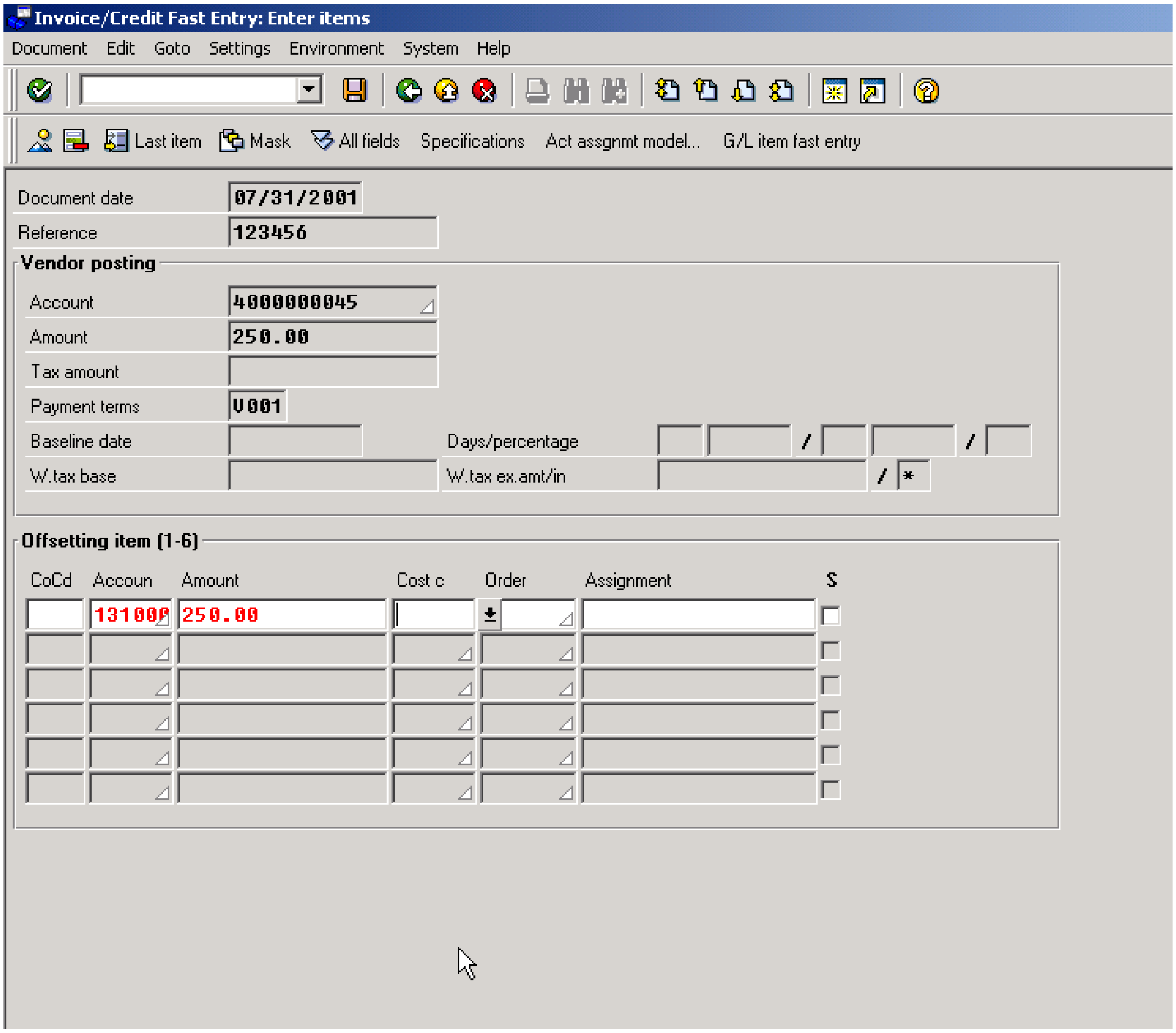
Click on the Enter invoice/credit memo button.

Screen 2: Invoice/Credit Fast Entry: Enter Items

Field	**Description/Usage**
Document date	Field value defaults from document date entered on previous screen
Reference doc.	Enter the reference number of the originating document. For example, this may be the vendor's invoice number, vendor's credit memo number, form number of an employee expense claim, prize control number, or form number of a fund custodian's replenishment form.

VENDOR POSTING:	
Account	Vendor Account
Amount	Enter the dollar amount indicated on the originating document, invoice or credit memo.
Credit memo	Flag this indicator if this document is a vendor credit memo. Flagging this indicator actually just changes the default posting key from 31 (vendor credit) to 21 (vendor debit). It will also change the default posting keys for the offsetting entries from 40 (g/l debit) to 50 (g/l credit).
Tax amount	Leave blank.
Calculate tax	Leave blank.
Payment terms	Unlike regular invoice entry, the fast entry screen does not default the payment terms stored in the vendor's master record. However, the payment terms stored in the vendor master record can automatically be adopted by entering a '*' in this field. The asterisk character is the default value. If the payment terms on the originating document differ from those stored in the vendor master record, another payment term can be selected. Use the drop down arrow to aid in selecting a valid payment term:
Baseline date	Leave the default value which derived from the invoice date (document date).
Days	Leave blank.
Percentage	Leave blank.
W.tax base	Leave blank.
W.tax ex amt.	Leave blank.
/in (withholding tax code)	Leave the default value '*'. This will cause the withholding tax code from the vendor master record to be adopted. The withholding tax code facilitates 1099 reporting for the vendor. If the vendor is not subject to 1099 reporting, leaving this field with the asterisk character will have no impact.
Offsetting Items:	
CoCd	Do not enter any value in this field.
Account	Enter the GL account for the first offsetting expense item.
Amount	Enter the dollar amount of the first offsetting expense item.

Cost Center	Enter the cost center code (if account is a cost element) to which the expense item should be coded.
Order	Enter the internal order to which the expense item should be coded. This field must be used in conjunction with the cost center since only a statistical posting is made to the internal order. Internal orders usually represent a special event (e.g. air show, concerts, festivals)
Assignment	Leave blank.
S	Check if this item is to be posted using inverted +/- signs. If the field is selected, credit postings are made for invoices and debit postings are made for credit memos.


Invoice/Credit Fast Entry: Enter items
Document
Edit
Goto
Settings
Environment
System
Help
Last item
Mask
All fields
Specifications
Act assgnmt model...
G/L item fast entry

Document date 07/31/2001
Reference 123456

Vendor posting

Account 4000000045
Amount 250.00
Tax amount
Payment terms V001
Baseline date
Days/percentage / /
W.tax base
W.tax ex.amt/in / *

Offsetting item (1-6)

CoCd	Accoun	Amount	Cost c	Order	Assignment	S
	131000	250.00				☐
						☐
						☐
						☐
						☐
						☐

Go to **Document > Simulate** to view the accounting entries.

Ensure the entry is in balance.

To post document, go to **Document** > **Post** or click on 💾.

☑ Change Document

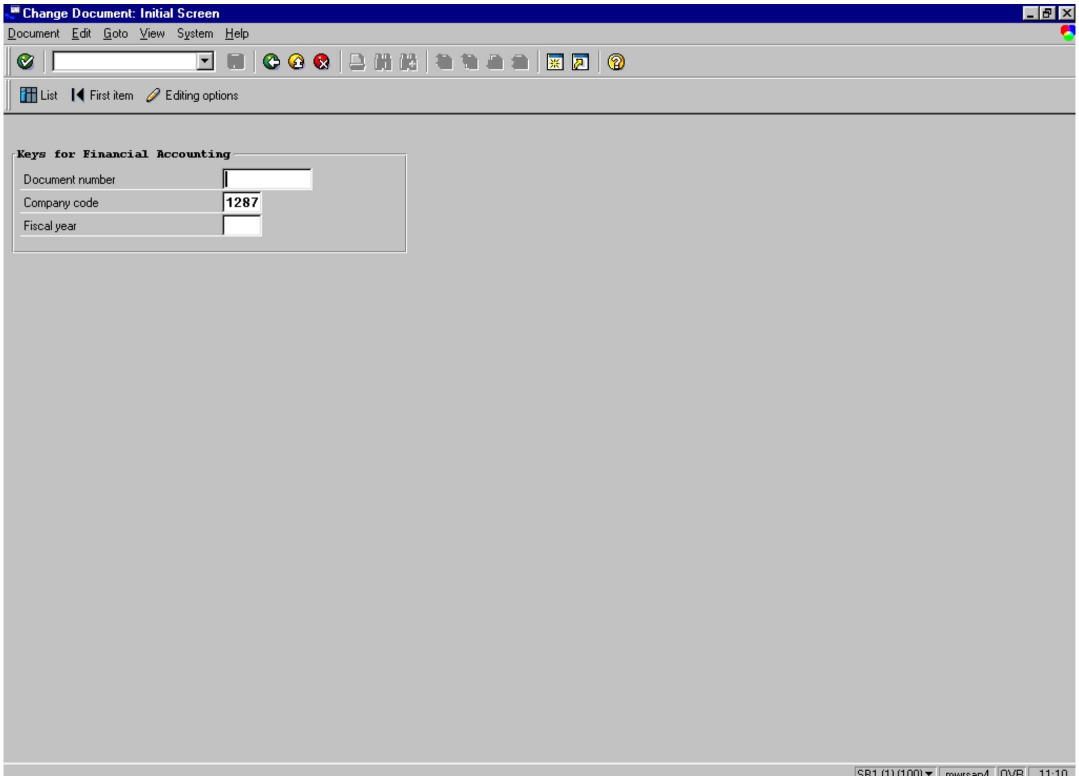
It might be necessary to change some details in the document. However, the dollar amount, GL account, cost center and internal order can never be changed if the document has been posted. If these values were posted in error, the document should be reversed. A new document with the correct values should then be entered.

ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE→DOCUMENT → CHANGE

Transaction code**: FB02**

Screen: Change Document: Initial Screen

Field	Description/Usage
Document number	System-generated number after saving a document
Company Code	Enter the company code for the base/fund in which the vendor item was posted.
Fiscal Year	Year when the document number above was posted


Change Document: Initial Screen
Document Edit Goto View System Help
List
First item
Editing options

Keys for Financial Accounting

Document number

Company code 1287

Fiscal year

Press the Enter key or click on the green check mark icon.

Double click on the line items that you want to change.

The fields that appear with light colored backgrounds can be changed.

These fields include:

Document Header fields (press the Header icon):

- Document Header Text
- Reference Doc

Line Item fields:

- Withholding tax code (vendor line item only)
- Payment terms (vendor line item only)
- Payment block (vendor line item only)
- Payment method (vendor line item only)
- Assignment
- Line item text

To save the changes click on the Save icon .

☑

Change Document Line Items

Menu Path: ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔DOCUMENT ➔CHANGE LINE ITEMS

Transaction code**:** **FB09**

Field	**Description/Usage**
Document number	Enter the document number to be changed.
Company Code	Enter the company code for the base/fund in which the document to be changed was posted.
Fiscal Year	Enter the financial year in which the document to be changed was posted.
Item number	
Line item	You may enter the line item that you wish to make changes for in this document that you have specified.
Only Line Items for	
Assets	By clicking on this indicator, it implies that only the asset line items can be changed
Customers	By clicking on this indicator, it implies that only the customer line items can be changed
Vendors	By clicking on this indicator, it implies that only the vendor line items can be changed
G/L accounts	By clicking on this indicator, it implies that only the GL line items can be changed

The fields that appear with light-colored backgrounds can be changed.

☑ Display Document

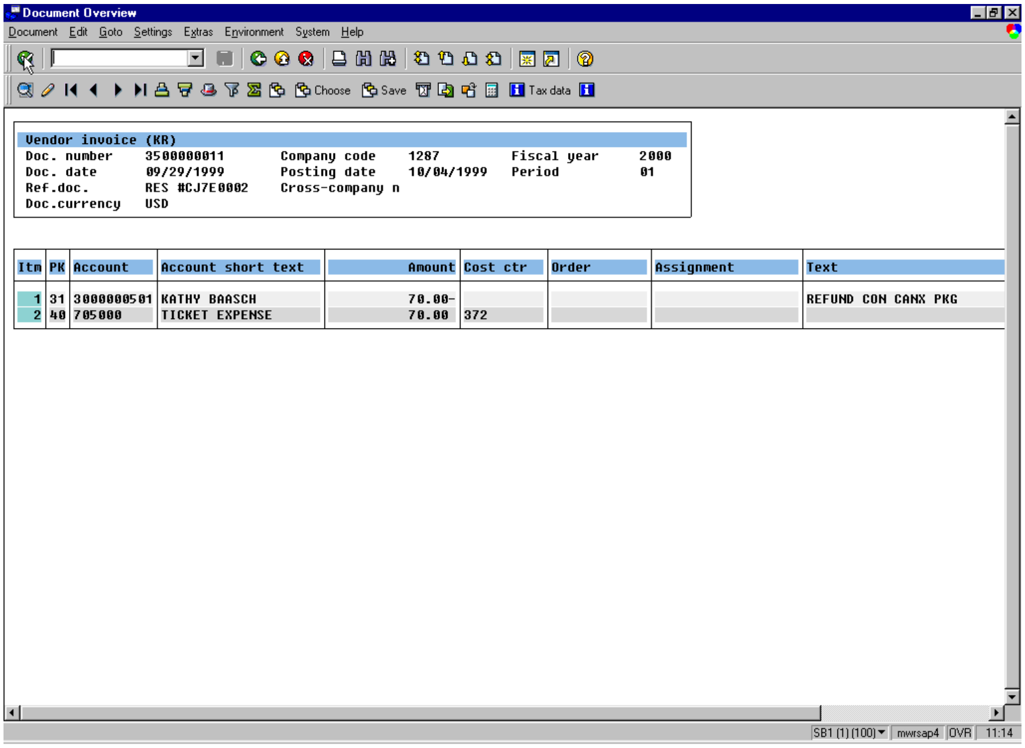
Menu Path: ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE→DOCUMENT →DISPLAY

Transaction code: **FB03**

Screen: Display Document: Initial Screen

Field	Description/Usage
Document number	Enter the document number to be displayed.
Company Code	Enter the company code for the base/fund in which the document to be displayed was posted.
Fiscal Year	Enter the financial year in which the document to be displayed was posted.

Press the Enter key or use the green check mark icon ✓


Document Overview
Document Edit Goto Settings Extras Environment System Help
Choose
Save
Tax data
SB1 (1) (100)
mwrsap4
OVR
11:14

Vendor invoice (KR)

Doc. number 3500000011 Company code 1287 Fiscal year 2000
Doc. date 09/29/1999 Posting date 10/04/1999 Period 01
Ref.doc. RES #CJ7E0002 Cross-company n
Doc.currency USD

Itm	PK	Account	Account short text	Amount	Cost ctr	Order	Assignment	Text
1	31	3000000501	KATHY BAASCH	70.00-				REFUND CON CANX PKG
2	40	705000	TICKET EXPENSE	70.00	372			

Double click on the line items to view the details of each.

To exit this transaction, click on the backward green arrow.

Display Document Changes

Use this transaction to view all the changes that have been made to a single document.

Menu Path: ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE➔DOCUMENT ➔DISPLAY CHANGES

Transaction code: **FB03**

Field	Description/Usage
Company Code	Enter the company code for the base/fund in which the document was posted.
Document number	Enter the document that you wish to view for all the changes made to this document.
Fiscal Year	Enter the financial year in which the document is posted.
Period of change	
From change date	The system only display changes which were made after this date
Time	The system only display changes which were made after this time
Changed by	User ID of the user who made the change

Press the Enter Key or use the green check mark icon

Click on the All changes icon

Double click on each line if you wish to view the details of the changes.

Park a Document

At times you will enter an invoice or credit memo that needs to be saved, but not posted. For example, you may want to enter an invoice that you know you will need to make changes to the next day. When this situation occurs, you can ***park*** the document.

NOTE: When a document is parked, it is not posted to the General Ledger. When you are in your invoice, and decided you are at a stopping point and you need to "park" the document for further correction/edit, follow the process below.

YOU CANNOT CLOSE THE ACCOUNTING PERIOD IF THERE ARE PARKED DOCUMENTS - REMEMBER TO REVIEW ALL PARKED DOCUMENTS AND EITHER POST OR DELETE THEM!

To park an invoice:

Menu Path: ACCOUNTING ➔FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ DOCUMENT ENTRY

Enter the information as you would on a normal invoice. If you wish to park the document instead of saving it, select **Document** > **Park**.

Note the parked document number.

To park a credit memo:

Menu Path: ACCOUNTING ➔FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ DOCUMENT ENTRY

Enter the information as you would on a normal credit memo. If you wish to park the document instead of saving it, select **Document** > **Park**.

Note the parked document number.

Change Parked Documents

Occasionally, documents are parked during invoice verification of PO-related invoices. This procedure illustrates how to change details on a parked document.
Direct vendor invoices should not be parked.

Menu Path: ACCOUNTING ➔FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ DOCUMENT ➔ PARK DOCUMENT ➔ CHANGE

Transaction code: **FBV2**

Press the Enter Key or use the green check mark icon ✓

Field	Description/Usage
Document Number	Enter the document number of the parked document to be change
Company Code	Enter the company code for the base/fund in which the document to be changed was parked.
Fiscal Year	Enter the fiscal year in which the document to be changed was parked.

Press the Enter Key or use the green check mark icon ✓

Changes can be made to the following:

- Reference
- Doc head text
- Add more lines

OR

To view the list of parked documents, click on the List icon.

Field	Description/Usage
Company Code	Enter the company code for the base/fund in which the document to be changed was parked.
Fiscal Year	Enter the fiscal year in which the document to be changed was parked.
Posting Date	Leave blank.
Entered By	Enter the User ID of the user who entered the parked document, if known.

Click the Execute ⏲ icon.

Position your cursor on the line item that you wish to select, and click on the **[Choose]** icon.

Double-click on the line items that need to be changed.

To exit this transaction, click on ⬅.

A new line item can also be added:

- Pst key
- Indicate GL account

OR

Click on 'GL fast entry'

When done, save the document by clicking on 💾.

☑ Change Parked Document Header

Menu Path: ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE → DOCUMENT → PARK DOCUMENT → CHANGE HEADER

Transaction code: **FBV4**

Press the Enter Key or click the green check mark ✅

Screen: Change Parked Document: Initial Screen

Field	**Description/Usage**
Document Number	Enter the document number of the parked document to be changed.
Company Code	Enter the company code for the base/fund in which the document to be changed was parked.
Fiscal Year	Enter the fiscal year in which the document to be changed was parked.

Press the Enter Key or click the green check mark ✅

OR

To view the list of parked documents, click on the **[List]** icon.

Field	**Description/Usage**
Company Code	Enter the company code for the base/fund in which the document to be changed was parked.
Fiscal Year	Enter the fiscal year in which the document to be changed was parked.

Posting Date	Leave blank.
Entered By	Enter the User ID of the user who entered the parked document, if known.

Click the Execute icon.

Position your cursor on the line item that you wish to select, and click on the icon.

The fields that appear with light colored backgrounds can be changed. These fields include:

Document Header fields (press the Header Information icon)

- Document Header Text
- Reference Doc

To save the changes made, click on .

Display a Parked Document

Menu Path: ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE→DOCUMENT →PARKED DOCUMENTS → DISPLAY

Transaction code: **FBV3**

Screen: Display Parked Document: Initial Screen

Field	Description/Usage
Company Code	Enter the document number of the parked document to be displayed.
Document number	Enter the company code for the base/fund in which the document to be displayed was parked.
Fiscal Year	Enter the fiscal year in which the document to be displayed was parked.

Press the Enter key or use the green check mark icon ✓

To view the list of parked documents, click on the List icon.

Field	Description/Usage
Company Code	Enter the company code for the base/fund in which the vendor item was posted.
Fiscal Year	Enter the financial year in which the documents are posted to.
Posting Date	Enter a range of posting dates
Entered By	User Id of the user who has entered the parked document.

Select the Execute icon

Position your cursor on the line item that you wish to select, and click on the **[Choose]** pushbutton.

Double click on the line items to view the details of each line item.

To exit this transaction, click on or

☑ Display Changes to a Parked Document

Menu Path: ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE→DOCUMENT →PARKED DOCUMENTS → DISPLAY CHANGES

Transaction code**:** **FBV5**

Field	Description/Usage
Company Code	Enter the document number of the parked document to be displayed.
Document number	Enter the company code for the base/fund in which the document to be displayed was parked.
Fiscal Year	Enter the fiscal year in which the document to be displayed was parked.
Period of change	
From change date	The system only displays changes which were made as of this date. A range of dates is sometimes useful.
Time	The system only displays changes which were made as of this time, if known. A range is best if using this field.
Changed by	Enter the user ID of the user who made the change, if known.

Press the Enter key or use the green check mark icon ✓

Click on the All changes pushbutton.

Double click on each line if you wish to view the details for the changes.

Delete Parked Document

Parked documents are deleted when:

1. The concerned cost center manager and/or division manager, for valid reasons, does not approve an Invoice.

2. An erroneous bill forwarded to Morale, Welfare and Recreation or VQ is discovered later after routing.

Menu Path; ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE, DOCUMENT →PARKED DOCUMENTS →POST/DELETE

Transaction code: **FBV0**

Field	**Description/Usage**
Document Number	Enter the document number of the parked document to be displayed.
Company Code	Enter the company code for the base/fund in which the document to be displayed was parked.
Fiscal Year	Enter the fiscal year in which the document to be displayed was parked.

Press the Enter key or use the green check mark icon ✓

Go to: '**Document** → **Delete** Parked Document'.

There will be a system message "Data will be lost. Delete parked document?" Click on the **[Yes]** pushbutton to delete the parked document.

A System message appears: ***'Parked Document deleted'***.

Post Parked Documents

Once a parked document is ready for posting, a special procedure must be followed. When editing or making changes to a parked document, the 💾 only serves to save changes to the parked document, it does not post it to the general ledger! You must POST a parked document with the following transaction.

Menu Path: ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE, DOCUMENT ➔ PARKED DOCUMENTS ➔POST/DELETE

Transaction code: **FBV0**

Press the Enter key or use the green check mark icon ✓

Field	Description/Usage
Document Number	Enter the document number of the parked document to be posted.
Company Code	Enter the company code for the base/fund in which the document to be posted was parked.
Fiscal Year	Enter the fiscal year in which the document to be posted was parked.

Press the Enter key or use the green check mark icon ✓

To post the changes made, click on 💾.

To view the list of parked documents, click on the List icon.

Field	Description/Usage
Company Code	Enter the company code for the base/fund in which the document to be posted was parked.
Fiscal Year	Enter the fiscal year in which the document to be posted was parked.
Posting Date	Leave blank.
Entered By	Enter the User ID of the user who entered the parked document, if known.

Select the Execute ⊕ icon

Position your cursor on the line item that you wish to select, and click on the Choose icon.

Double-click on the line items that are to be changed.

Post document by clicking on 💾.

System message received: ***'Parked document is posted'***.

☑ Reversal of Individual Documents

Documents that have been posted in error or contain amounts, accounts or account assignments (cost center, internal orders) that are incorrect can easily be reversed. SAP provides functionality to automatically generate a reversal document; once the original document is specified by the user.

Remember, reversal documents cannot be posted to a period that is already closed, and the financial statements had already been generated. Generally, SAP will use the posting date of the original document as the reversal posting date if it is within the current period. However, a different posting date may be specified by the user, but should be in the same accounting period as the original document. If it is determined that an invoice from a previous (closed) period needs to be reversed, you must specify the alternate posting date because the system cannot post to the original.

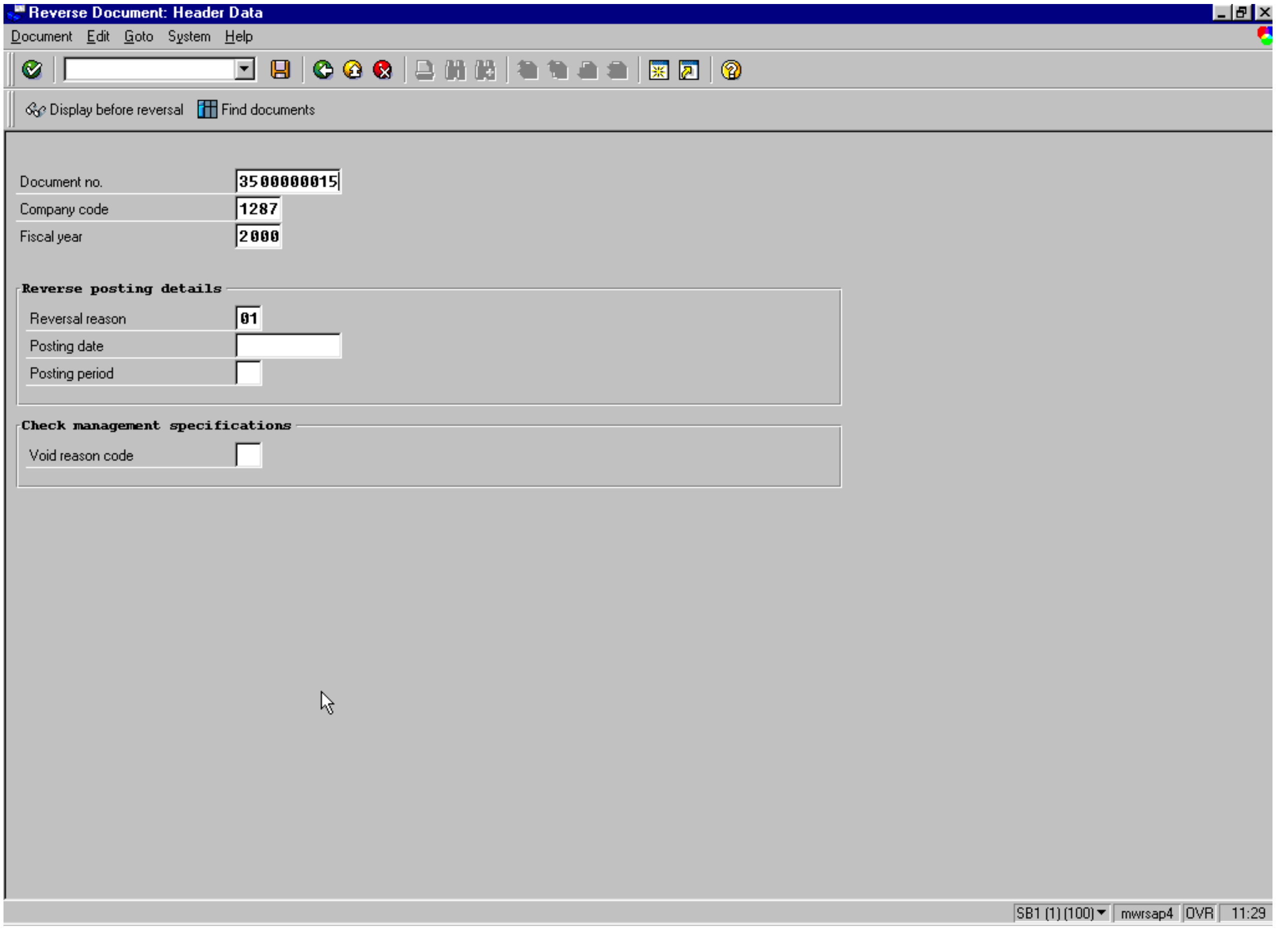
Menu Path: ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE➔DOCUMENT ➔REVERSE ➔ INDIVIDUAL DOCUMENTS

Transaction code**: FB08**

Screen: Reverse Document: Header Data

Field	Description/Usage
Document number	Enter the document number to be reversed.
Company Code	Enter the company code for the base/fund in which the document to be reversed was originally posted.
Fiscal Year	Enter the fiscal year in which the document to be reversed was originally posted. Remember that MWR/VQ uses document numbers that are company code dependant and that reset themselves after they reach the end of the respective number ranges. **Therefore a unique document can only be found when both the document number, company code and fiscal year are specified in combination. This combination is a unique key in the database that identifies a particular document.**
Reverse posting details	
Reversal reason	Currently, MWR has three reversal reason codes that can be used. This code is only used for reporting purposes (i.e. document reports can be executed with reversal reason code as a selection criteria). The valid reason codes are: 01 Reversal in current period 02 Reversal in closed period (alt posting date) 03 Accrual reversal Reason code # 03 should only be used for self-reversing journals (AJVs). Reason code # 01 should be used when the original document to be reversed was posted in the current period. Reason code # 02 should be used when the original document to be reversed was posted in a closed period.
Posting date	This field could be left bank if the posting date for the reversed document is similar to that of the original document. This field must be filled when using reversal reason code # 02 - you must indicate the date you want the reversal posted (it CANNOT be in a closed period…it must be a date in the current period you are using). This field should be left blank when using reversal reason code # 01.

Posting period	Leave this field blank unless the reversal document is to be posted into special period 13.
Check management specifications	
Void reason code	Leave blank. Reversal of check payment documents should be performed using check management. Do not use this transaction to reverse check payments.


Reverse Document: Header Data
Document Edit Goto System Help
Display before reversal
Find documents
SB1 (1) (100)
mwrsap4
OVR
11:29

Document no. 3500000015
Company code 1287
Fiscal year 2000

Reverse posting details

Reversal reason 01
Posting date
Posting period

Check management specifications

Void reason code

Click on the Display document icon to see the document for cancellation.

Click on ⬅ to escape to the previous screen.

To reverse the document, click on the Save icon 💾.

Document number range is 1900000000 to 1999999999. Write the reversing document number on the invoice.

Mass Reversal of Documents

Menu Path: ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE→DOCUMENT →REVERSE → MASS REVERSAL

Transaction code**: F.80**

Screen: Mass Reversal of Document: Initial Screen

Field	Description/Usage
Company Code	Enter the company code for the base/fund in which the document to be reversed was originally posted. A range of company codes can be specified if required.
Document number	Leave blank to have the system search for all documents. Specify a range of documents if the document numbers are known (e.g., to reverse an incorrect EFT payment run, use the payment document numbers recorded in the payment run log).
Fiscal Year	Enter the financial year in which the documents to be reversed were posted.
General Selections	
Document Type	To limit the number of documents the system will search, specify the document type of the documents to be reversed. A range of documents can be entered if required. Vendor invoices are posted using document type, "KR" (direct invoices) and "RE" (PO related invoices). Vendor credit memos are posted using document type, "KG" (credit memos for direct invoices) and "RE" (credit memos for PO related invoices).
Posting Date	Range of posting dates for the documents to be selected for reversal.
Entry Date	Range of document entry dates can be entered if desired. This selection field is useful if the document were entered on a known date, but the document dates and posting dates may be numerous or different than the entry date.
Reference number	Range of reference document numbers can be entered if desired.
Reference procedure	Leave blank.
Reference key	Leave blank.

Logical system	Leave blank.
Reason for reversal	Currently, MWR has three reversal reason codes that can be used. This code is only used for reporting purposes (i.e. document reports can be executed with reversal reason code as a selection criteria). The valid reason codes are: 01 Reversal in current period 02 Reversal in closed period (alt posting date) 03 Accrual reversal Reason code # 03 should only be used for self-reversing journals (AJVs). Reason code # 01 should be used when the original document to be reversed was posted in the current period. Reason code # 02 should be used when the original document to be reversed was posted in a closed period.
Posting Date	This field could be left bank if the posting date for the reversed document is similar to that of the original document. This field must be filled when using reversal reason code # 02. It should be left blank when using reversal reason code # 01.
Posting Period	Leave this field blank unless the reversal document is to be posted into special period 13.
Test Run	If this indicator is activated, a log will be generated. Selected documents will not be reversed. If this indicator is inactivated, reversal of selected documents will take place.

Press the Execute icon to start the mass reversal program. If the test run mode was activated, the program will have to be executed again in productive mode to actually post the reversal documents.

Reports

For other Accounts Payable reports:

Menu Path: **INFORMATION SYSTEM > ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > REPORT SELECTION >**

Program	Report Name	Menu Path
RFKSLD00	Vendor Balances in Local Currency	Vendors > Information System > Account Information > Balances in Local Currency
RFKOPO00	List of Vendor Open Items	Vendors > Information System > Account Information > Open Items
RFKOFW00	Due Date Forecast	Vendors > Information System > Account Information > Due Date Forecast
RFKOPR00	Vendor Payment History with OI Sorted List	Vendors > Information System > Account Information > Payt history with OI analysis
RFKEPL00	List of Vendor Line Items	Vendors > Other analyses > Account > Line Items
RFKAPO00	List of Cleared Vendor Items	Vendors > Other analyses > Account > Cleared Items
RFKANZ00	List of Vendor Down Payments on Key Date – Vendors	Vendors > Other analyses > Account > Open down payments
RFZALI00	Payment Settlement List	Vendors > Payment Transactions > Payment settlement list
RFZALI10	Payment Settlement – List of Exception	Vendors > Payment Transactions > List of Exceptions

Number Ranges

Document Types	Number Range
KA – Down-payment Request and Down-payment Clearing	3000000000 to 3099999999
KG – Direct vendor credit memo	3100000000 to 3199999999
KP – Vendor account maintenance (misc postings to vendor)	3400000000 to 3499999999
KR – Direct vendor Invoice	3500000000 to 3599999999
KZ – Vendor payment receipt	8400000000 to 8499999999
RE – PO-related vendor invoice/credit memo	5100000000 to 5199999999
SR - Standard Reversal (invoice/credit reversal)	1900000000 to 1999999999
ZT – EFT payment posting	8000000000 to 8099999999
ZC – Check payment posting	8100000000 to 8199999999
ZV – Payment clearing	8200000000 to 8299999999

Logistics Invoice Verification (Performed by the Regional Business Office)

The transaction code for Logistics Invoice Verification (MIRO) is a feature of the Phase II implementation of the IS Retail module. Although, you are using only the FI/CO modules of SAP at this time, you will use this procedure.

Upcoming features will result in the USA Offset entries being automatically created based on a “flag” set at the time of creating the Purchase Order. Until such time as the system is configured to create the receivable and the offset entry, a report that reads all items flagged as “USA” using the “S” account assignment category can be used to create a manual GJV, which can then be entered into the AIMS/SAP system through the GL module.

Logistics Invoice Verification

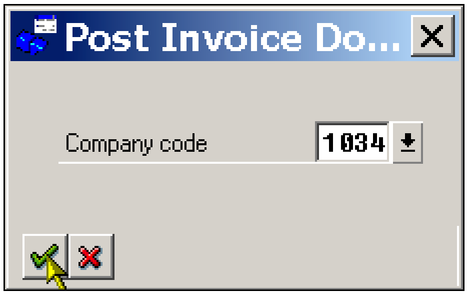
This method of invoice verification **must** be used for all purchase orders.

Posting of an invoice results in an entry being recorded to the general ledger. This entry now moves the liability of the MWR/VQ activity (to pay the vendor for the goods/service) to the actual vendor account, creating an “open item” due for payment. The GR/IR account is “cleared”. The following entry is made:

Debit 201010 (GR/IR Clearing)
Credit Vendor Number (or balance sheet account 201000-the reconciliation accoun for most vendors)

Menu Path: LOGISTICS > RETAILING > PURCHASING > LOGISTICS INVOICE VERIFICATION > DOCUMENT ENTRY > ENTER INVOICE

Transaction code: **MIRO**



Company code 1034

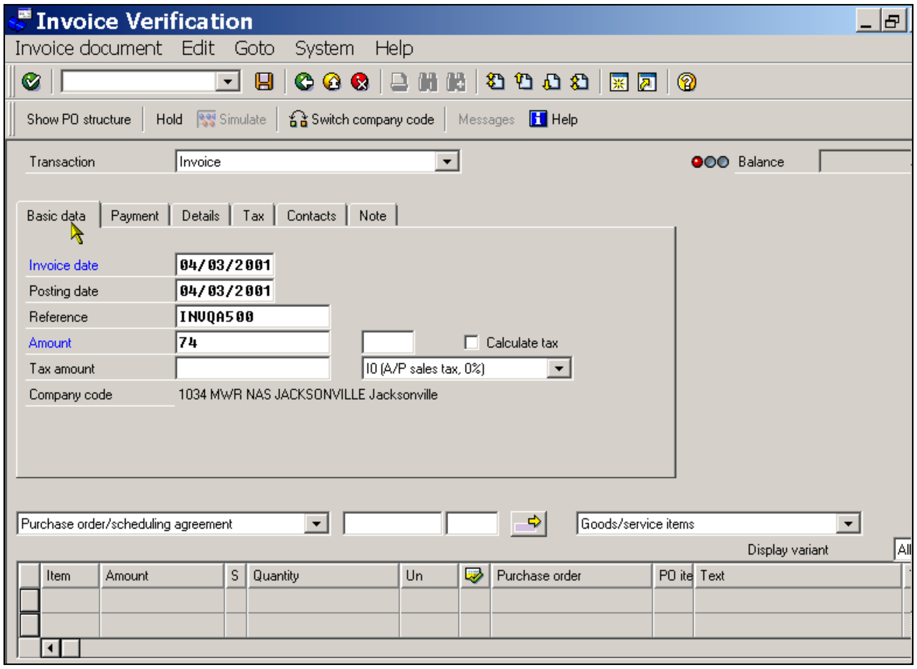
A Company code is required. Enter it on this pop-up window and select the green check to continue. This window pops up the first time you select this transaction. To pay invoices for a different company code after the first invoice is entered, use the icon

Switch company code

to change to a different company code.

Information on the invoice is entered via a series of tabs. The first tab is shown below with an explanation of each field in the following table.

Invoice Verification Basic data tab


Invoice Verification
Invoice document
Edit
Goto
System
Help
Show PO structure
Hold
Simulate
Switch company code
Messages
Help
Balance
Basic data
Payment
Details
Tax
Contacts
Note
Calculate tax
Display variant
All
Item
Amount
S
Quantity
Un
Purchase order
PO ite
Text

Transaction: Invoice

Invoice date: 04/03/2001

Posting date: 04/03/2001

Reference: INVQA500

Amount: 74

Tax amount: I0 (A/P sales tax, 0%)

Company code: 1034 MWR NAS JACKSONVILLE Jacksonville

Purchase order/scheduling agreement

Goods/service items

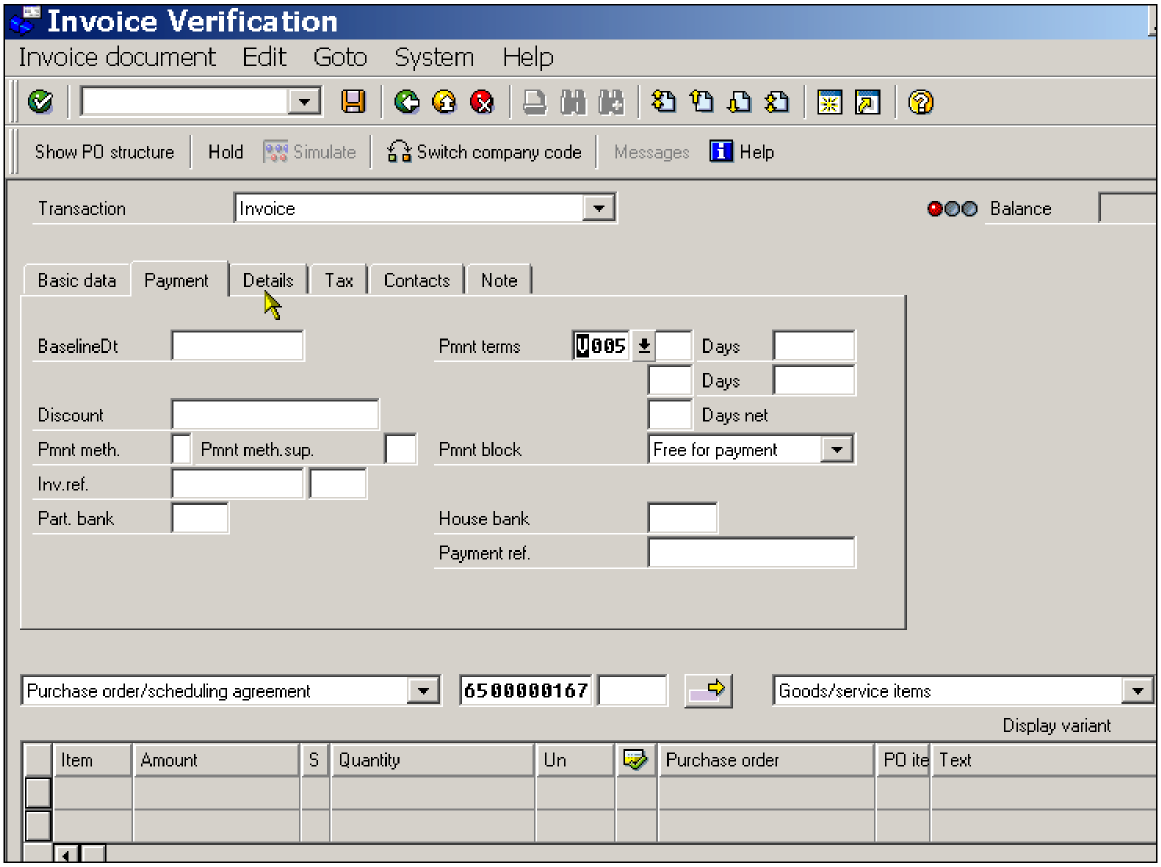
Enter information in the following fields as specified in the table below.

Note: In column "**R/O/C:**" **R** = **R**equired, **O** = **O**ptional, and **C** = **C**onditional.

Field Name	Description	R/O/C	User Action and Values
Transaction	Specifies which transaction you can choose for processing in Logistics Invoice Verification.	R	You can choose between the following transactions: Invoice, Credit memo, Subsequent debit, or Subsequent credit. System will default to Invoice – change if necessary
Basic data	***The first tab***		
Invoice date	The document date is the date on which the original vendor invoice document was issued – date on invoice	R	Enter Vendor's Invoice Date

Posting date	Date which is used when entering the document in Financial Accounting or Controlling	R	Enter posting date, defaults to today's date.
Reference	The reference document number can contain the document number of the customer/vendor's invoice. However it may contain a different value.	R	Enter Vendor's Invoice number
Invoice amount	The gross invoice amount is the sum of the net item amounts together with the tax amounts	R	Enter the gross amount on the invoice
Calculate tax	If you select this field, the system calculates the taxes automatically during simulation or posting	O	**DO NOT SELECT**, leave blank
Tax amount	Tax amount in document currency	O	Leave blank
Tax code	The tax code stands for a tax category, which must be taken into consideration when making a tax return to the tax authorities.	R	Defaults to I0 (Do not change)

Select the next tab "payment."


Invoice Verification
Invoice document
Edit
Goto
System
Help
Show PO structure
Hold
Simulate
Switch company code
Messages
Help
Balance
Basic data
Payment
Details
Tax
Contacts
Note
BaselineDt
Discount
Pmnt meth.
Pmnt meth.sup.
Inv.ref.
Part. bank
Days
Days
Days net
House bank
Payment ref.
Display variant
Item
Amount
S
Quantity
Un
Purchase order
PO ite
Text

Transaction: Invoice

Pmnt terms: 0005

Pmnt block: Free for payment

Purchase order/scheduling agreement: 6500000167

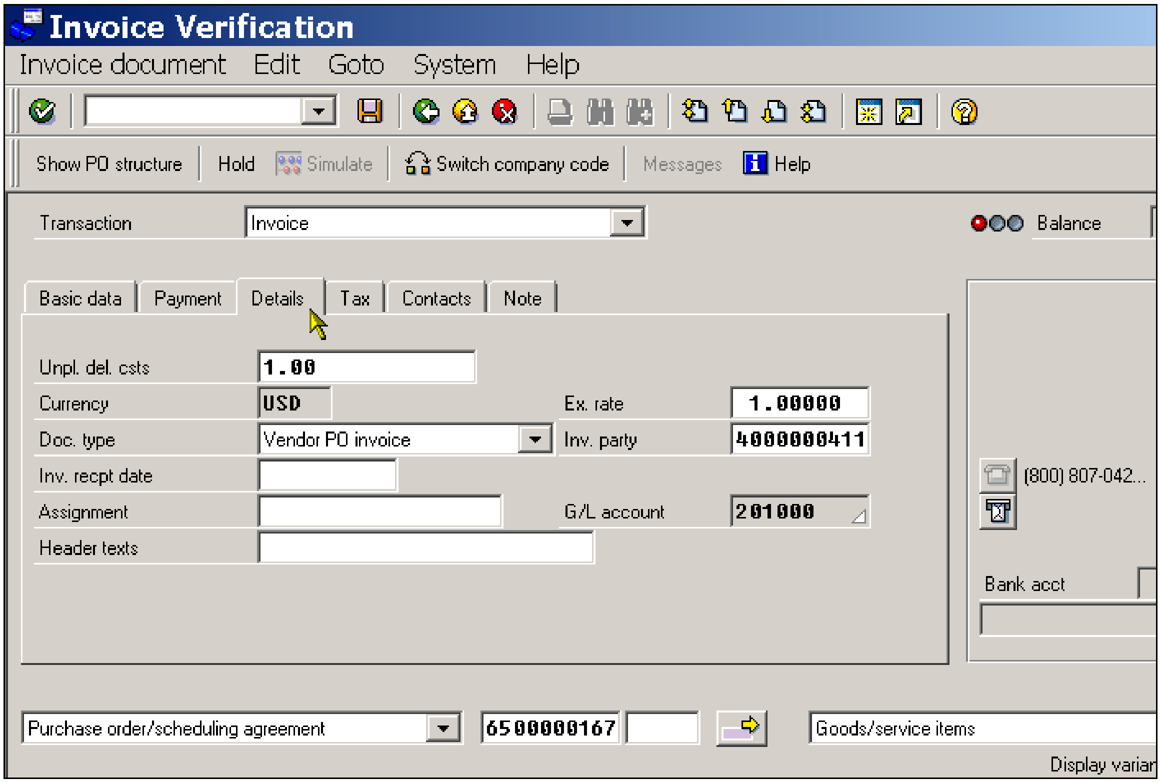
Goods/service items

Field Name	Description	R/O/C	User Action and Values
Payment	***The second tab***		
Terms of payment	Key for defining payment terms composed of cash discount percentages	O	Select via pull down menu. This will default from the purchase order.
Baseline date	Date to which the periods for the cash discount deadline and the due date for net payment refer. This is the case for line items in open item accounts.	R	This will default from the invoice date entered previously. It can be changed.
Cash discount days 1	Period within which a payment must be made in order to take advantage of the first cash discount terms.	O	Will default based on Payment Terms
Cash Discount Percentage 1	Cash discount percentage rate applied to the shortest payment period.	O	Will default based on Payment Terms

Cash discount days 2	Period within which a payment must be made in order to take advantage of the second cash discount terms	O	
Cash Discount Percentage 2	Cash discount percentage rate applied to the second payment period.	O	
Cash discount	Cash discount amount in document currency	O	Enter cash discount if discount is a 'lump sum' vice a percentage
Days Net	Standard settlement period (in days).	O	System will default from master record, change if necessary
Payment Method	Payment method with which this item is to be paid.	O	System will default from master record, change if necessary
Payment method supplement	Characteristic in an open item for the grouping of payments.	O	
Payment Block Key	Specifies why a document is blocked for payment.	O	Enter block if necessary
Invoice Reference	Number of the Invoice the Transaction Belongs to	O	**Used for credit memos**. Enter SAP/AIMS invoice number if credit memo should be linked/referenced to invoice.

Click on the "Details" tab. The same information message will appear as before. Click the green checkmark to continue.

Invoice Verification Details tab


Invoice Verification
Invoice document
Edit
Goto
System
Help
Show PO structure
Hold
Simulate
Switch company code
Messages
Help
Balance
Basic data
Payment
Details
Tax
Contacts
Note
Bank acct
Goods/service items
Display variar

Transaction: Invoice

Unpl. del. csts: 1.00

Currency: USD

Ex. rate: 1.00000

Doc. type: Vendor PO invoice

Inv. party: 4000000411

Inv. recpt date:

Assignment:

G/L account: 201000

Header texts:

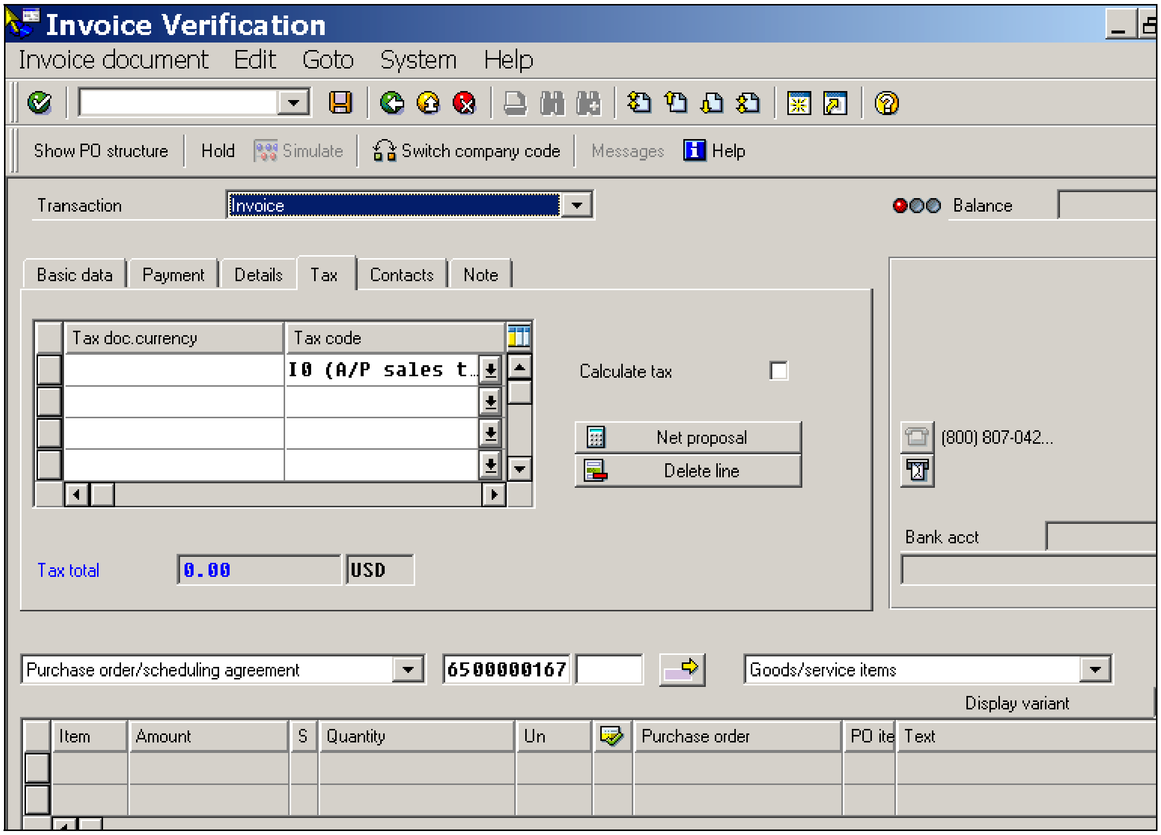
(800) 807-042...

Purchase order/scheduling agreement: 6500000167

Field Name	Description	R/O/C	User Action and Values
Details	***The third tab***		
Unplanned delivery costs	This field is for entering unplanned delivery costs	O	Enter unplanned delivery costs without taxes. Note that the system will allocate delivery costs entered among the individual items. If you have planned delivery costs (that is freight that is included on the PO, you do not have to enter anything here!)
Document type		R	**DO NOT CHANGE THE DEFAULT!**
Invoicing party	This number denotes the vendor (creditor) invoicing the ordered material or services performed, to whom the amount due is payable.		Will default from Vendor Master, if partner vendor is identified within the Vendor master this vendor will appear. If an alternative payee is necessary, enter the new vendor number here.
Invoice receipt date		O	

Assignment	The assignment number is an additional information reference field in the line item	O	
Header texts	The document header text contains explanations or notes which apply to the document as a whole, that is, not only for certain line items.	O	

Below is a view of the "Tax" tab. The same information message will appear as before if you click this tab. Do not make any changes. Click the green check to continue. ✓


Invoice Verification
Invoice document
Edit
Goto
System
Help
Show PO structure
Hold
Simulate
Switch company code
Messages
Help
Balance
Basic data
Payment
Details
Tax
Contacts
Note
Tax doc.currency
Tax code
Net proposal
Delete line
Bank acct
Display variant
Item
Amount
S
Quantity
Un
Purchase order
PO ite
Text

Transaction: Invoice

Tax code: I0 (A/P sales t…

Calculate tax ☐

(800) 807-042...

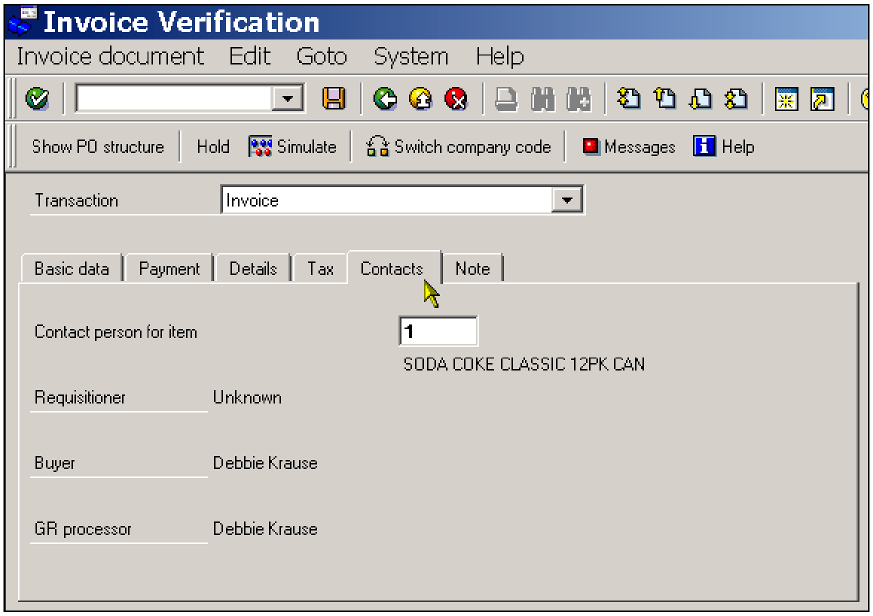
Tax total: 0.00 USD

Purchase order/scheduling agreement: 6500000167

Goods/service items

Remember: Do not make any changes on this tab!

Select the "Contacts" tab. The same information message will appear as before. Click the green check to continue. No action is required on this screen.


Invoice Verification
Invoice document
Edit
Goto
System
Help
Show PO structure
Hold
Simulate
Switch company code
Messages
Help
Basic data
Payment
Details
Tax
Contacts
Note

Transaction: Invoice

Contact person for item: 1

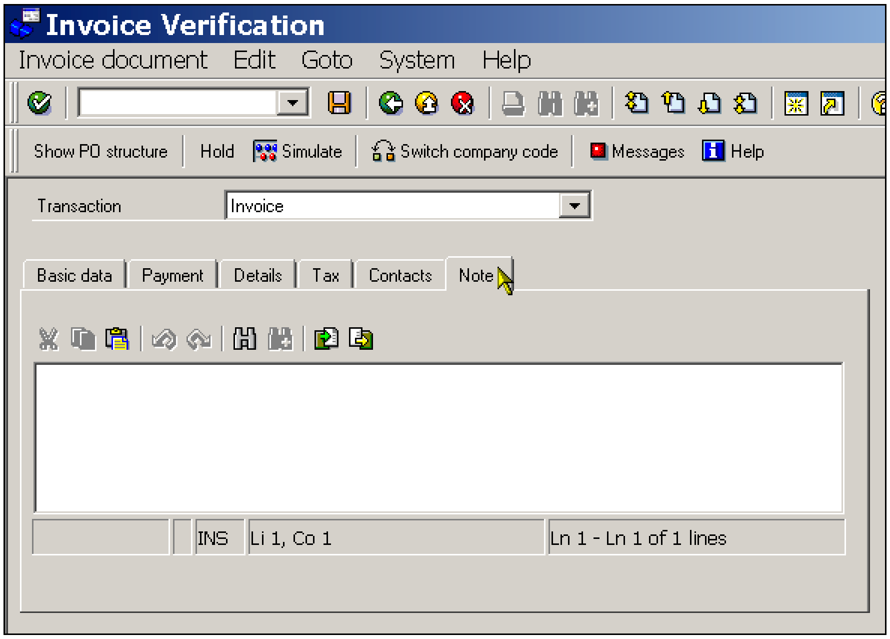
SODA COKE CLASSIC 12PK CAN

Requisitioner: Unknown

Buyer: Debbie Krause

GR processor: Debbie Krause

Select the "Note" tab to add any notes or import a local file.


Invoice Verification
Invoice document
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Goto
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Show PO structure
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Simulate
Switch company code
Messages
Help
Basic data
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Details
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Contacts
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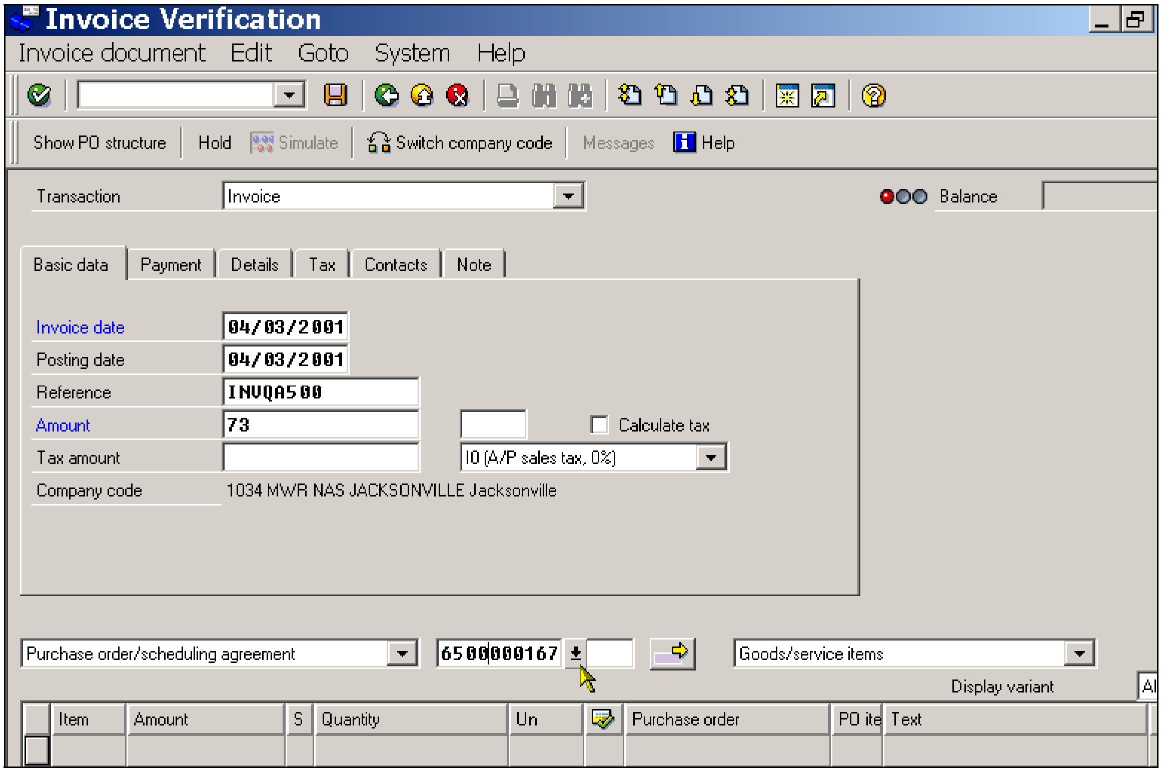
Li 1, Co 1
Ln 1 - Ln 1 of 1 lines

Transaction: Invoice

Underneath the tabs are the entry fields for reference information.

Logistics Invoice Verification screen


Invoice Verification
Invoice document
Edit
Goto
System
Help
Show PO structure
Hold
Simulate
Switch company code
Messages
Help
Balance
Basic data
Payment
Details
Tax
Contacts
Note
Display variant
Item
Amount
S
Quantity
Un
Purchase order
PO ite
Text

Transaction: Invoice

Invoice date: 04/03/2001

Posting date: 04/03/2001

Reference: INVQA500

Amount: 73

☐ Calculate tax

Tax amount: I0 (A/P sales tax, 0%)

Company code: 1034 MWR NAS JACKSONVILLE Jacksonville

Purchase order/scheduling agreement: 6500000167

Goods/service items

Field Name	Description	R/O/C	User Action and Values
Middle line	**Assignment area**		
Reference document category	Specifies the document category to which the invoice refers.	R	Choose either purchase order or vendor When you enter the application again, the system suggests the last document type that you chose.
Item for reference document category	Depending upon the reference document category specified to the left of this box, the system is looking for an appropriate item, such as purchase order number or vendor.	R	For vendor you can enter the number or part of the name, then the system searches for the relevant vendor or suggests several for you to choose from. For purchase orders, enter the order number. If you want to work with more than one PO, click on the ⇨ indicator to bring up a box to enter multiple items**.**
Item Number for reference document	This would represent the actual line item from the reference document above.	O	Normally left blank so that all line items are displayed. If you wish to specifically select one line, put the line item number in this field.

Indicator for Delivery Cost	Field to indicate whether the PO includes delivery costs	R	Select the indicator that says "Goods/Service items + planned delivery costs". By selecting this indicator, if the PO has planned freight the freight/delivery cost will automatically be displayed.
Display variant	Determines which columns are displayed in which order in the item list.	R	Select AIMS PO Verification

Once you enter your reference document or vendor, hit " ENTER". You will note that the purchase order line items now appear at the bottom of your screen

All line items come in "selected" or highlighted in BLUE. If one or more of the line items are NOT to be included in this payment, "unselect/deselect" them by clicking them (they will no longer be BLUE).

Review the document by hitting the Simulate icon Simulate. If the document is in balance, select save 💾.

If any errors exist, you will not be able to post it. The system will generate a message "Invoice document still contains messages." All errors must be resolved prior to posting.

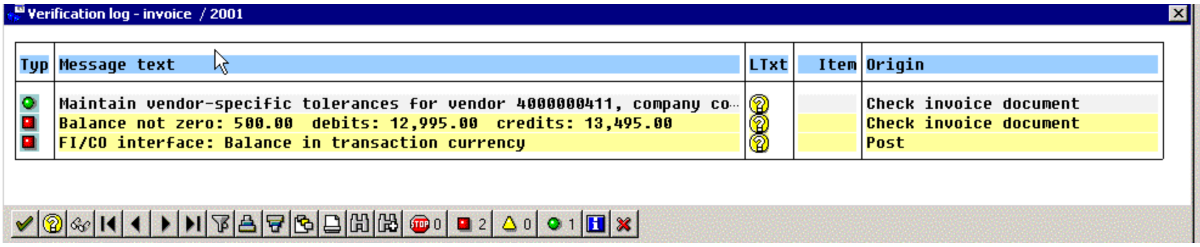
After correcting the errors, select save 💾.

If the document is in balance and no error messages exist, you will received a message with a document number.

Remember: If you are entering invoices for multiple company codes, use the Switch company code icon to change company codes prior to entering invoices!

☑ Invoices where prices vary from that of PO price

If your invoices show a price difference from that of the PO line item, your invoice will not "balance" and you will see the notation

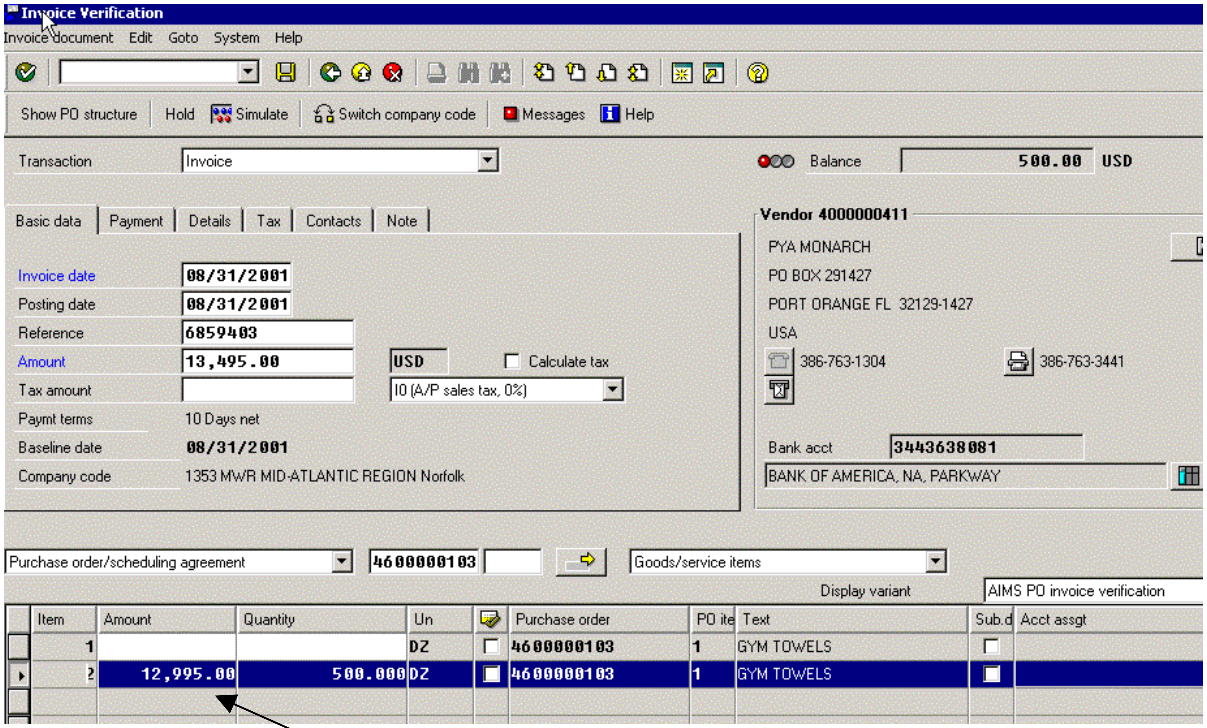

Verification log - invoice / 2001
0
2
0
1

Typ	Message text	LTxt	Item	Origin
●	Maintain vendor-specific tolerances for vendor 4000000411, company co…	?		Check invoice document
🟥	Balance not zero: 500.00 debits: 12,995.00 credits: 13,495.00	?		Check invoice document
🟥	FI/CO interface: Balance in transaction currency	?		Post

You must resolve these discrepancies prior to posting the document. Remember, you are authorized within AIMS/SAP to accept a 5% variance between the Purchase Order line item price and the invoice. A price difference greater than 5% requires a purchase order modification (this necessitates a return to the Procurement Department).

If your price difference is within the acceptable amounts, you must edit the line item of the purchase order section of the invoice verification screen (the bottom portion).

Simply go to the line item with the price difference and change the amount/price to that of the invoice. **REMEMBER – ONLY A 5% variance is acceptable**. If it is over 5% (that is + or -), you will get a hard ERROR and you will NOT be able to save/post the invoice.


Invoice Verification
Invoice document
Edit
Goto
System
Help
Show PO structure
Hold
Simulate
Switch company code
Messages
Help
Basic data
Payment
Details
Tax
Contacts
Note

Transaction: Invoice

Balance: 500.00 USD

Invoice date: 08/31/2001
Posting date: 08/31/2001
Reference: 6859403
Amount: 13,495.00 USD ☐ Calculate tax
Tax amount: I0 (A/P sales tax, 0%)
Paymt terms: 10 Days net
Baseline date: 08/31/2001
Company code: 1353 MWR MID-ATLANTIC REGION Norfolk

Vendor 4000000411
PYA MONARCH
PO BOX 291427
PORT ORANGE FL 32129-1427
USA
☎ 386-763-1304
386-763-3441
Bank acct: 3443638081
BANK OF AMERICA, NA, PARKWAY

Purchase order/scheduling agreement: 4600000103
Goods/service items
Display variant: AIMS PO invoice verification

Item	Amount	Quantity	Un		Purchase order	PO ite	Text	Sub.d	Acct assgt
1			DZ	☐	4600000103	1	GYM TOWELS	☐	
2	12,995.00	500.000	DZ	☐	4600000103	1	GYM TOWELS	☐	

As you can see in the example above the invoice has come in with a higher price ($1.00 per item higher). Because this variance in price is within the 5% tolerance, the price on the line needs to be changed. In other words the line that says "$12,995.00" should be changed to reflect the new price of "13,495.00". Simply change the amount!

After you change all the appropriate line items, review the document by hitting the Simulate icon Simulate. If the document is in balance, select save 💾.

If "simulate" is successful, post (save) the document by selecting the 💾 icon. Record the document number on the original invoice.

Note: Both BPA'a and NAF purchase card payments will be processed using Direct Invoice Methods **NOT** Logistics Invoice Verification Goods receipts for BPA calls and credit card wil be handled manually outside SAP. Invoices will be posted as Direct Invoices and payments processed either via EFT or, if necessary, by issuance of a check.

☑ Posting a Manual Payment aka “Hot Checks”

This process describes the creation of a “hot” check (as opposed to an automatic system check) and the posting of manual payment document in SAP. “Hot” checks may be created at the individual bases/funds. Hot check procedures produce one check at a time, so should be used for refunds, bingo prize winners, petty cash custodian replenishment, etc., if they are time sensitive and cannot wait until the normal Check Run. The use of the “HOT” check process should be kept to a minimum – CHECK Runs should be the normal procedure for producing checks (checks produced in bulk).

Additionally, this procedure can be used to create a "PAYMENT ON ACCOUNT”. A payment on account is simply a check that is prepared WITHOUT source documents (without an invoice). Payment on account checks should be kept to a minimum!! They may occur in cases where a check is required in advance of receipt of goods (i.e. prepaid tickets, magazine subscriptions, deposits, etc.). The check is prepared using the "HOT CHECK" process, however NO OPEN ITEM (or invoice) exists to cut the check against! Follow the procedures below

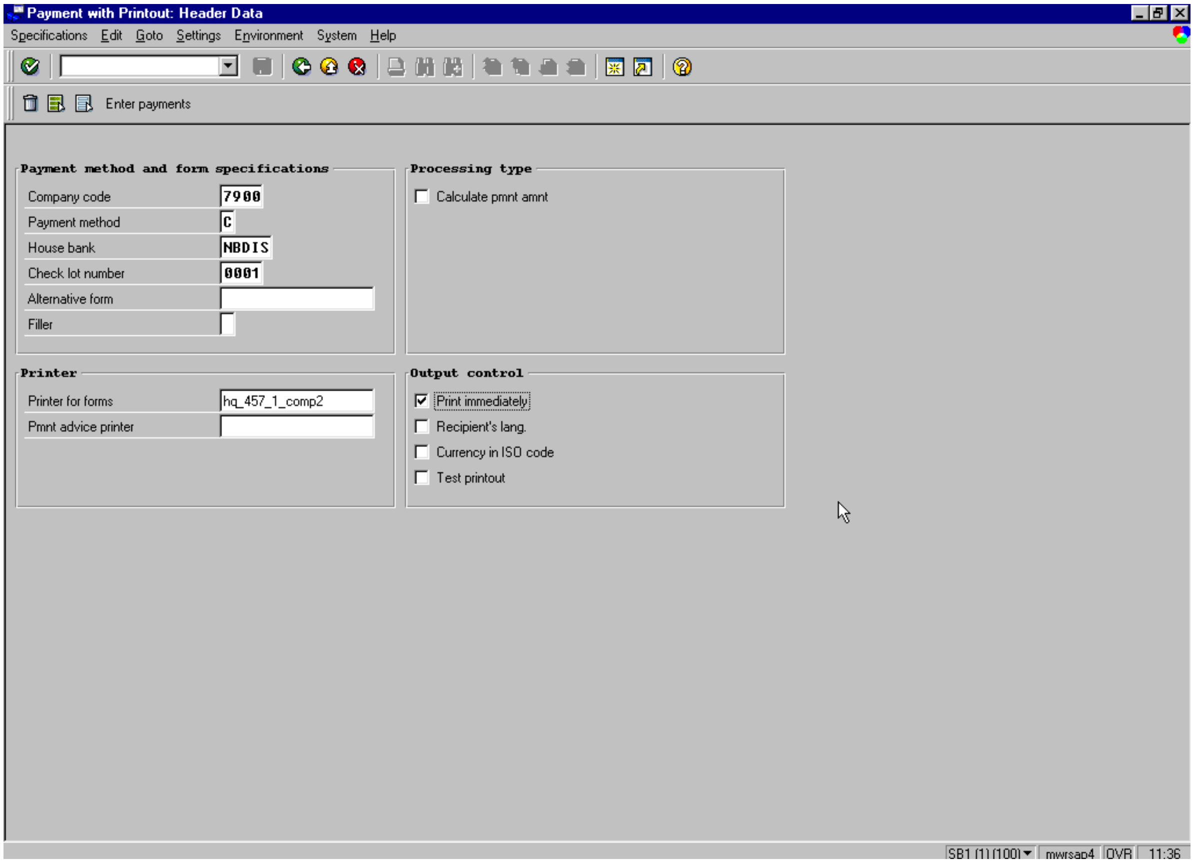
Menu Path: ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE, DOCUMENT ENTRY → OUTGOING PAYMENT → POST + PRINT FORMS.

Transaction code: **F-58.**

Screen: Payment with Printout: Header Data

Field	Description/Usage
Company Code (Paying)	Enter company code 7900 as the paying company code. All other company codes are sender company codes for disbursements.
Payment Method	The only valid payment method that can be used for checks is “C”.
House Bank	Enter the appropriate disbursement house bank code. Currently, there is only a single house bank from which any disbursement (EFT, check, payroll EFT or payroll check) can be made. The disbursement house bank is NBDIS (NationsBank).
Check Lot Number	Enter the check lot number for the new check. Currently MWR only has a single check lot for regular system checks and “hot” checks. Enter check lot 0001.

Calculate Payment Amount	If the payment amount is not known in advance, the dollar amount for the posting to the cash disbursement account does not have to be entered on the following screen. This feature is useful since if the incorrect amount were entered it would have to be corrected later because it does not correspond to the total of the item(s) selected to be paid. If a payment on account is being made to a vendor, the amount field must be completed, so the field is not suppressed on the next screen.
Printer for Forms	Enter the check printer ID. Make sure that the correct printer (the name should include your base/location name) is chosen, otherwise the check may not print.
Print Immediately	By selecting this indicator, the check will be printed immediately. Otherwise, the check will be placed in the spool queue. DO NOT FORGET to check this box – otherwise your check will NOT Print and will sit in the print spool waiting for you to "kick off the print job".


Payment with Printout: Header Data
Specifications Edit Goto Settings Environment System Help
Enter payments
SB1 (1) (100) mwrsap4 OVR 11:36

Payment method and form specifications

Company code: 7900
Payment method: C
House bank: NBDIS
Check lot number: 0001
Alternative form:
Filler:

Processing type

☐ Calculate pmnt amnt

Printer

Printer for forms: hq_457_1_comp2
Pmnt advice printer:

Output control

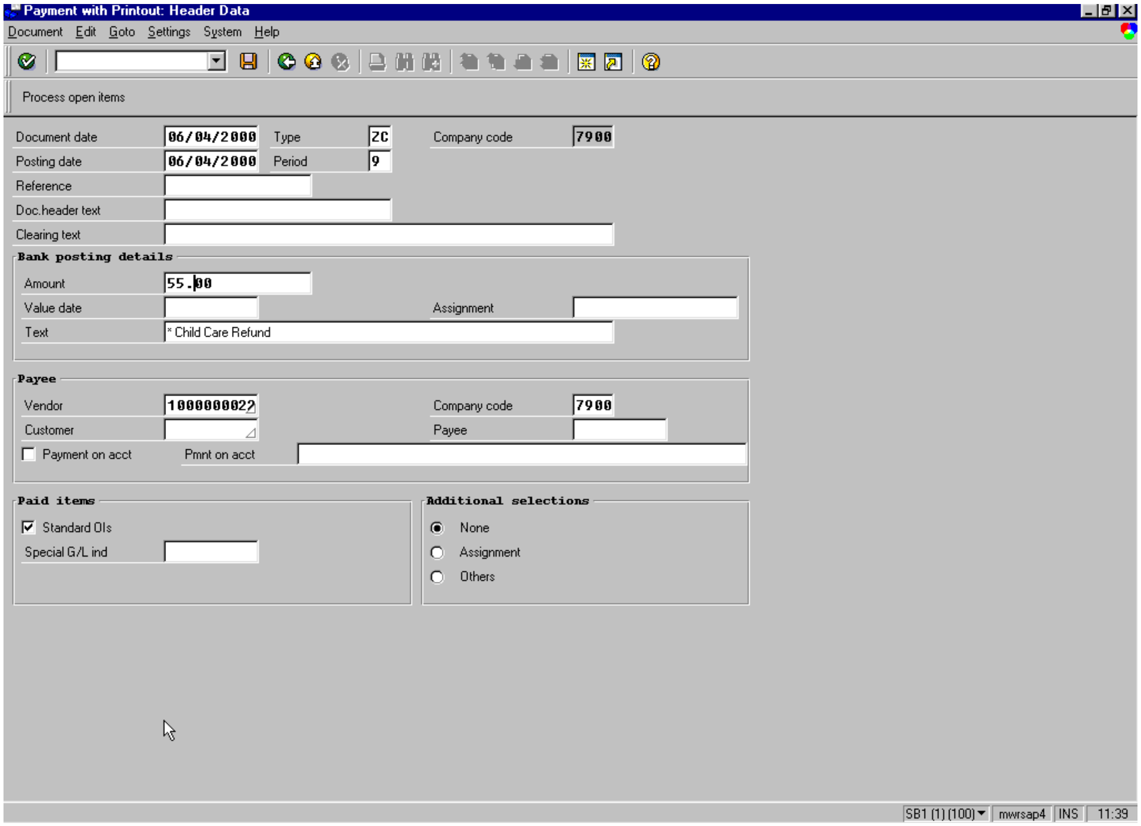
☑ Print immediately
☐ Recipient's lang.
☐ Currency in ISO code
☐ Test printout

Click on **Enter payments** to post the payment document.

Screen: Payment with Printout: Header Data

DOCUMENT HEADER:	
Document Date	Enter the date of the payment.
Doc Type	ZC (default)
Company Code	Defaulted from value entered in the previous screen.
Posting Date	Defaults to current date
Period	The system will default the fiscal period from the posting date.
Reference document	Leave blank
Header Text	Leave blank
BANK POSTING DETAILS:	
Amount	Amount of check payment. If open items are to be selected, but the total amount is not known, leave this field blank. If the total payment amount is known, such as for a payment on account, enter the desired dollar amount.
Value Date	Enter the current date.
Text	Enter a description if required.
PAYEE:	
Vendor/Customer	If open items are to be selected, enter the appropriate vendor account number.
Company Code (Sender)	Enter the appropriate company code (fund) in which the vendor payment is to be made.
Payment on account	Flag this checkbox if payment is not related to an existing open item, but instead is simply a payment on account. Payment on account can be used in cases where supporting documentation or invoice has not been provided, but check is required immediately. Invoice can be entered "after the fact".
Text	Enter a description that can be printed on the check. To have the text print, simply prefix the text with an asterisk ‘*’. This field is used frequently to provide additional information to the vendor such as our account number with the vendor, the file number or case number for garnishment checks, etc. **Note**: If you are preparing a Payment on Account you MUST enter text in this field!

Special GL indicator	When selecting open items, this field can be left blank to ensure that special G/L postings (security deposits, advances, unearned revenue, etc.) are not displayed for selection. To pay these special G/L postings, enter the relevant codes (D, U, R, V, etc). These types of postings only apply to customers who are receiving refunds. By indicating the Special GL indicator, the customer account number is used but will automatically default to the G/L account associated with the indicator. ***If you have been asked to refund or prepare a check for a CUSTOMER, ensure that the Accounts Receivable team has UNBLOCKED both the customer master record AND the invoice!!!***
Standard Ois	Activated (Default). Indicator determines that standard open items are to be taken into consideration during clearing. If this payment is a "payment on account" you will need to un-flag this field.
ADDITIONAL SELECTION:	
Additional Selections	Accept the default value 'None'



Document date 06/04/2000 Type ZC Company code 7900
Posting date 06/04/2000 Period 9
Reference
Doc.header text
Clearing text

Bank posting details
Amount 55.00
Value date Assignment
Text * Child Care Refund

Payee
Vendor 1000000022 Company code 7900
Customer Payee
☐ Payment on acct Pmnt on acct

Paid items
☑ Standard OIs
Special G/L ind

Additional selections
● None
○ Assignment
○ Others

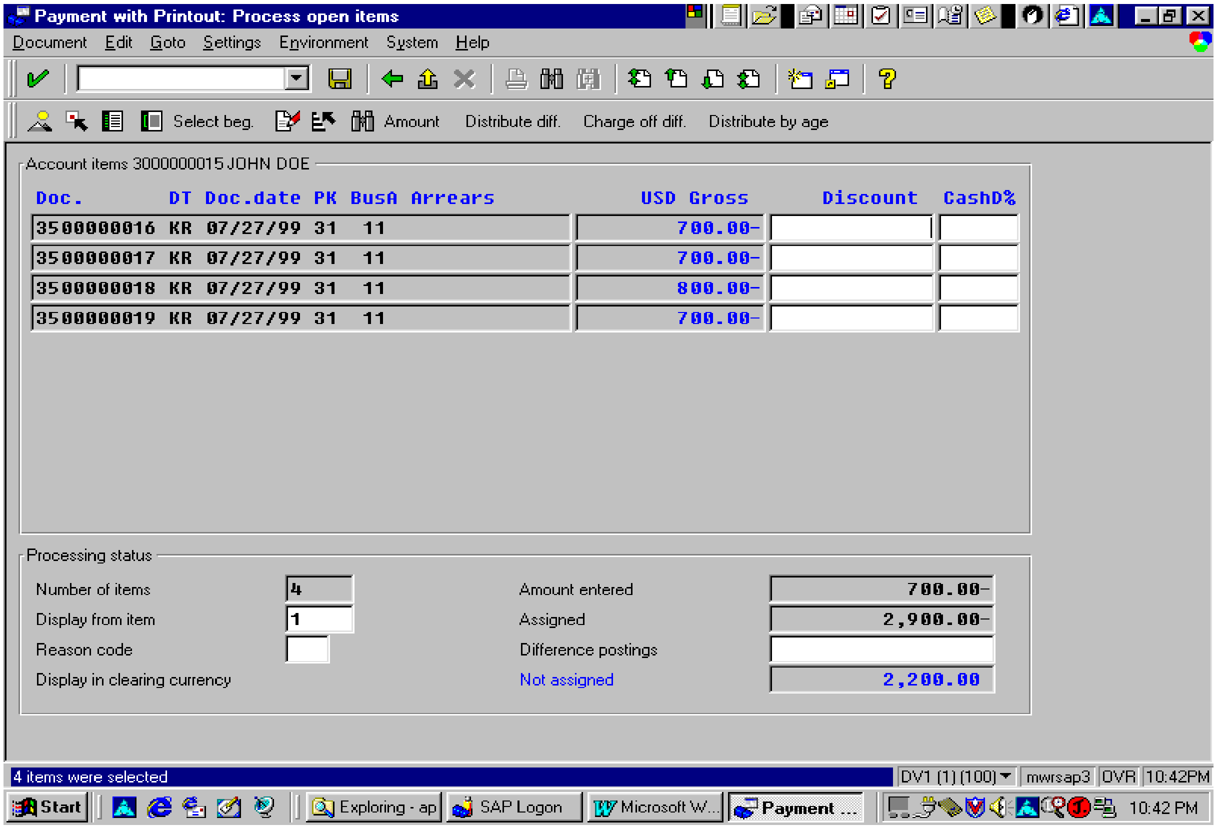
If open items are to be selected for this payment, click on Process open items button. This option would be used to process a check for an item is listed as open and unpaid such a vendor invoice that has been input but not yet processed for payment during an EFT payment run.

If a payment on account is being made, press the 💾 button to post the payment document. The check will be automatically printed to the printer specified on the first screen. This option will be used in a case where you have been directed to prepare a check where the invoice or supporting check request is to be provided at a later time. SEE SPECIAL NOTES FOR PAYMENT ON ACCOUNTS AT THE END OF THIS SECTION

NOTE: Most payments will be processed against Open Items. The most notable item where "Payment On Account" is used will be Prepaid Tickets.

Screen: Post Outgoing Payments: Process Open Items

A list of open invoices and credit memos will appear based on the selections made.


Payment with Printout: Process open items
Document Edit Goto Settings Environment System Help
Select beg.
Amount
Distribute diff.
Charge off diff.
Distribute by age
4 items were selected
DV1 (1) (100)
mwrsap3
OVR
10:42PM
Start
Exploring - ap
SAP Logon
Microsoft W...
Payment ...
10:42 PM

Account items 3000000015 JOHN DOE

Doc.	DT	Doc.date	PK	BusA	Arrears	USD Gross	Discount	CashD%
3500000016	KR	07/27/99	31	11		700.00-		
3500000017	KR	07/27/99	31	11		700.00-		
3500000018	KR	07/27/99	31	11		800.00-		
3500000019	KR	07/27/99	31	11		700.00-		

Processing status

Number of items	4	Amount entered	700.00-
Display from item	1	Assigned	2,900.00-
Reason code		Difference postings	
Display in clearing currency		Not assigned	2,200.00

To select an invoice, double click on the line item under the “Amount/USD Gross” column. Subsequently, the “Not Assigned” amount should be zero (if the payment amount equals to the invoice amount). **NOTE:** Selected items are “BLUE” or “RED” in color. Double clicking a single line item several times will turn the items black or blue indicating selected or not selected. Be sure your selected item (s) is Blue!!

> **NOTE:** If you have a block of invoices to select, position your cursor on the first invoice to be selected and click on the Select beg. button to mark the beginning of your selection.
> Subsequently, position your cursor on the last invoice that you wish to select and click on the Select end button.

In order to post the payment document, the “Not Assigned” amount at the bottom right corner of the screen must be zero. This will only occur if you specified an amount on the previous screen, and this amount equals the sum of the open item amounts.

If you did not specify a payment amount, just choose the desired open items and the system will calculate the total payment amount. In this case the “Not Assigned” field will not be displayed on the screen.

Click ***Document > Simulate*** or click to view the accounting entries.

Click on to post the payment document. The check will print automatically to the printer specified on the first screen.

Warning: If you used this option for "PAYMENT ON ACCOUNT" remember, you MUST go back and process an invoice. The payment on account transaction results in the following entry on the Funds' balance sheet

DR Vendor Number (recon 201000)
CR 101005 Inter-company cash

As you will note, the balance against the vendor is a debit (reverse the normal). In order to settle this item, upon receipt/entry of the invoice into SAP the following entry will occur:

DR GL Expense Account/Inventory account
CR Vendor Number (recon 201000)

For a purchase order the entries will be as follows:

Goods Receipt : DR GL Expense Account/Inventory account
CR GR/IR Clearing (201010)

Invoice Verification:
DR GR/IR Clearing (201010)
CR Vendor Number (201000)

The vendor account (open items) must be manually "cleared", a process that normally is automatically performed as open items are paid.

If you fail to do complete this procedure, the vendor account will not be cleared and will retain a debit balance with no offsetting entry. After payment, the desired balance in any vendor account should be a zero balance.

SPECIAL NOTE: If you are creating a HOT CHECK for one invoice to a vendor and there are additional open items, you must BLOCK those invoices so that the HOT CHECK payment will not OFFSET the open amounts. Remember, the hot check process creates a payment WITHOUT AN INVOICE. If you try to pay the remaining open items for this vendor, the system will offset the open items against the existing payment (HOT CHECK) and will pay the net amount!!!

☑ Reports

INFORMATION SYSTEM > ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > SELECT REPORT >

Program	Report Name	Menu Path
RFKAPO00	List of Cleared Vendor Items	Accounts Payable > Other analyses > Account > Cleared Items

Number Ranges

Document Types	Number Range
	80000000000 to 8099999999

☑ Automatic Payments – aka the CHECK RUN

In order to execute the payment program, a vendor or customer master record must exist, and open items due for payment must also exist for that vendor or customer.

The payment program analyzes all open items and determines which items should be paid and how (i.e., by check or by EFT). Since MWR and VQ wish to maximize their cash discounts, the payment program will determine when to pay items to ensure that all cash discounts are realized.

MWR has two valid payment methods for paying vendor and customer open items: check and EFT (ACH /CTX file formats).

EFT Payment runs are executed centrally (at MWR HQ). Each day at about 9am CST, the EFT payment run is performed by MWR HQ. You will receive (it automatically prints) a report detailing all payments made on behalf of your fund. Review the report carefully – if an error is detected, notify the Treasury Department at MWR HQ immediately! Remittance Advices (Advices that tell the vendor how much they are being paid and for what items), will be automatically faxed to the vendor (if a fax number is maintained in the master record). For those vendors with no fax number, the remittance advice is mailed from MWR HQ.

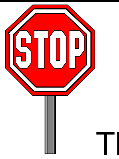
Payment runs for producing system checks (different from “hot” checks) should be kept to a minimum as the Debt Collection Act of 1996 requires payments to vendors must be through EFT wherever possible.

“Hot” checks (or individual checks) can be printed at each region for such things as petty/change fund replenishments, customer refunds, emergency checks, etc. The process for creating “hot” checks has been described above.

☑ Perform Automatic Payment Run for Checks or EFTs

This process describes the automatic posting of payments and printing of system checks or creating of an EFT data file. Primarily, this process will be performed at MWR HQ and EFT automatic payment runs will be executed. Some automatic system check payment runs may be necessary during the implementation/testing phase of the system. Routine system check payment runs are not anticipated during normal operation/day to day activity.

It is important to note that blank checks will be used to prepare checks (all types of checks). Blank check stock can be loaded into the printer identified as the "check printer".



This printer is **SPECIFICALLY** to be used for the printing of checks and **CANNOT** be used for any other purposes. There is a special toner cartridge that is housed in the printer that contains MICR ink that enables the bank to read the ABA (bank routing number) and bank account number. Under no circumstances should this toner cartridge be removed and inserted into another printer without prior authorization by MWR HQ (additional configuration may be required). We recommend that the blank check stock be properly secured along with the MICRO CHIP that is attached to the printer. This MICRO CHIP holds the MICR encoded string AND the electronic signature and SHOULD always be kept secured in a safe or locked receptacle when not in use!! Access to the MICRO CHIP should be restricted. Additionally, in order to ensure adequate internal controls, the ability to "run checks" should be restricted to 1 or 2 individuals!

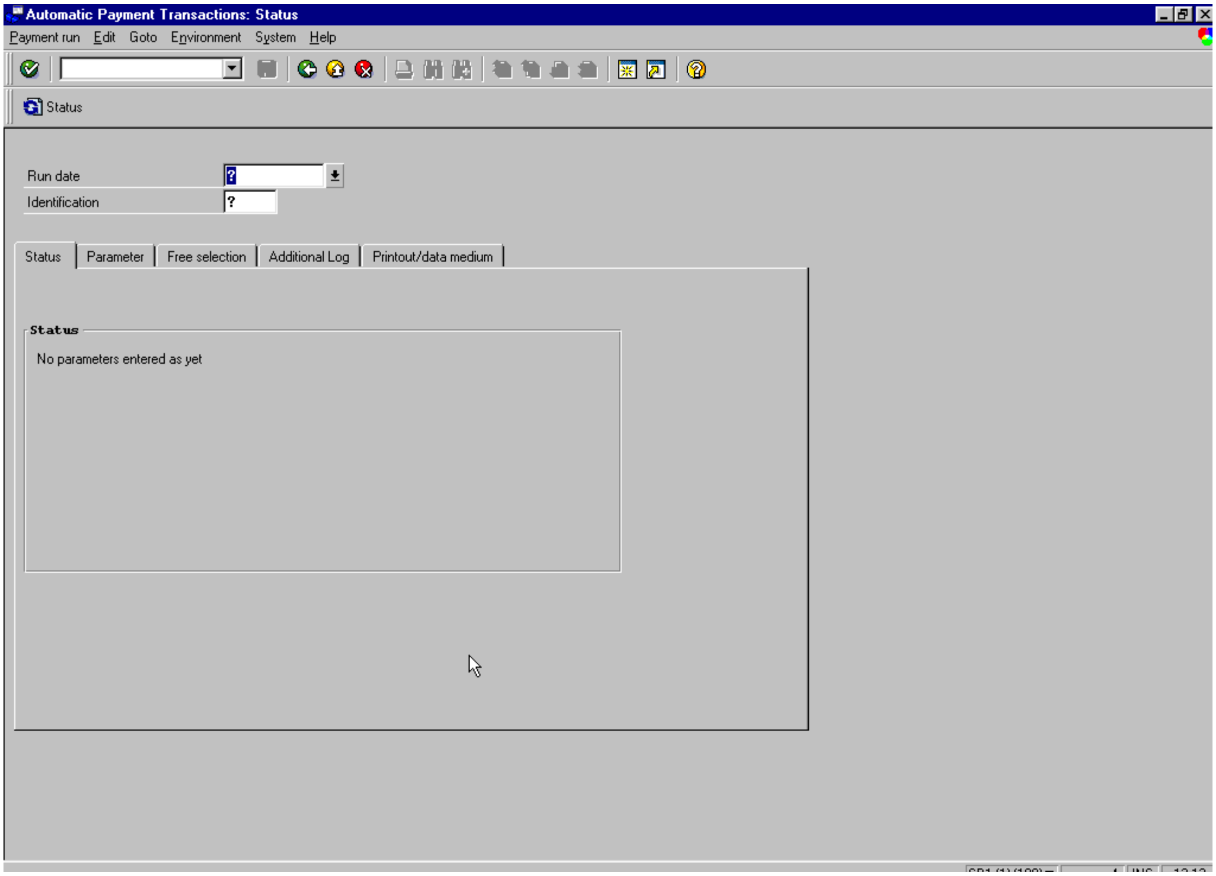
Maintain Header Data

ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE → PERIODIC PROCESSING → PAYMENTS

Transaction code: **F110**

Screen: Automatic Payment Transactions

Field	**Description/Usage**
Run Date	Enter the date that you want the payment to be run on in the format MM/DD/YYYY. The run date is used for identifying the parameters. To view the parameters of a payment run created previously, use the search help pull-down.
Identification	This is the identifier for the CHECK (or EFT) run. A standard naming convention is used as follows: EFT01 – Used by MWR HQ only, the first EFT run of the day CJAX1 – Used by Jacksonville Region (CNRSE) CSEA1 – Used by Seattle Region (CNRNW) CMAM1 – Used by Mid-Atlantic Region MWR CMAV1 – Used by Mid-Atlantic Region VQ If there are multiple check or EFT runs each day, replace the “1” with “2” for the second run, “3” for the third, etc.


Payment run
Edit
Goto
Environment
System
Help
Status
Parameter
Free selection
Additional Log
Printout/data medium

Automatic Payment Transactions: Status

Run date ?

Identification ?

Status

No parameters entered as yet

Press the ENTER key or click on ✓ to determine current status. Note: at any time view the status box to determine the status of the payment program.

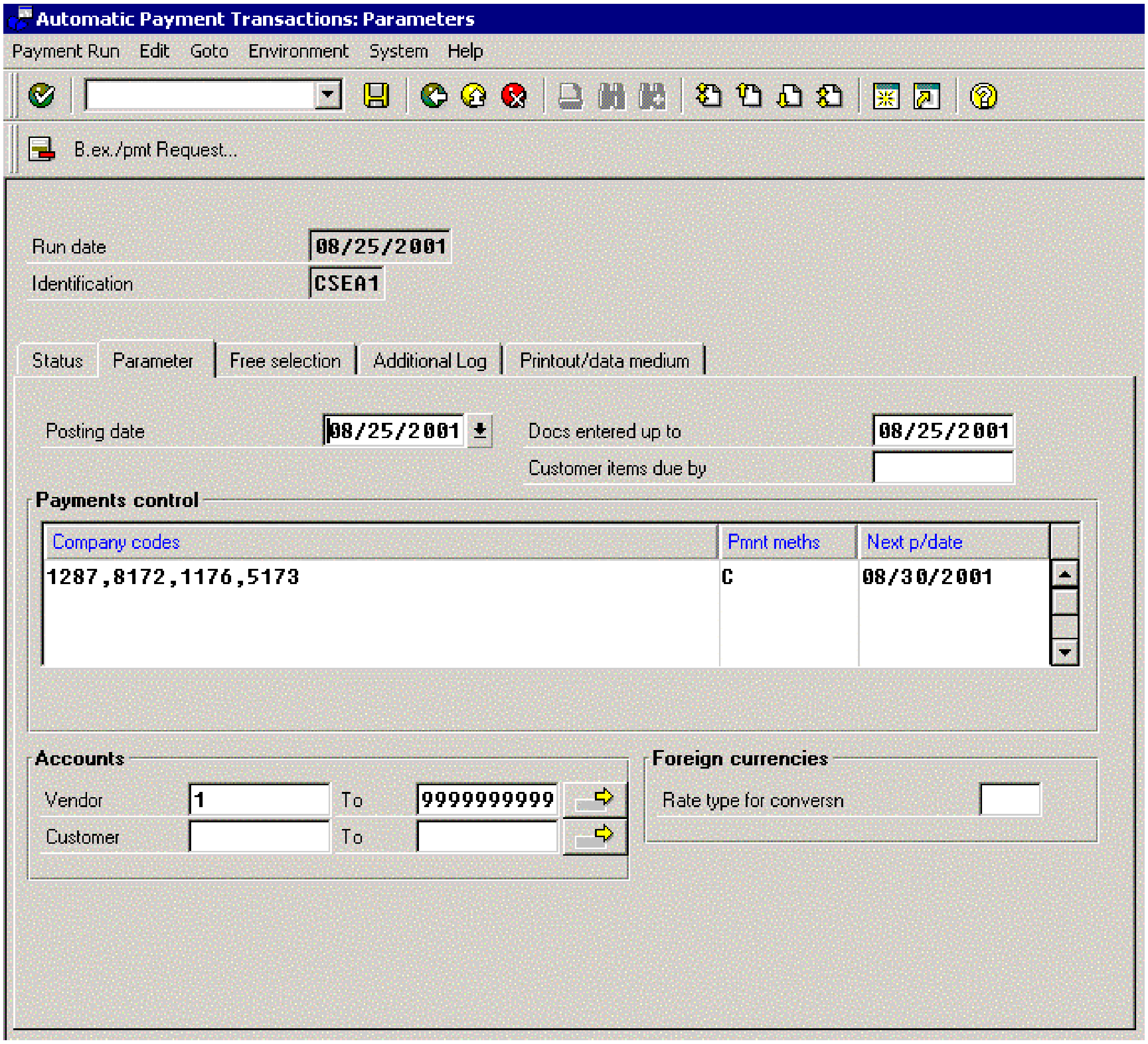
Click on the Tab called "Parameter" to access the Automatic Payment Transactions: Parameters screen.

Maintain Parameters

Enter the payment proposal's parameters. These parameters are limiting criteria that include the following: company code, payment methods, next posting date, and vendor/customer accounts.

Screen: Automatic Payment Transactions: Parameters

Field	Description/Usage
Posting Date	This field defaults to current date. This is the date that appears as the posting date for the payment document and the check date. This date will generally coincide with the payment run date.
Documents entered up to	This field defaults to current date. MWR HQ requests MWR accounting departments respect the posting cut-off time of 0800 (CST) every day. Those items ready to paid (based on due date) that are in the system by 0800 will be paid by the 0900 payment runs. This means that if the local MWR Accounting Departments require a review of open items prior to payment, it must be performed before 0800 (CST). EFT payment runs will be performed by HQ each day at 0900.
Company Codes	Enter all of the company codes that are to be paid together. HQ will process EFT payments run across Company Codes (entering the codes in the format of (1000,1999),(8000,8999). If local Accounting Offices are required to process an automatic payment (system checks) then only the appropriate company code should be entered.
Pmnt meths	Enter the payment method 'C' for check payment, or 'T' for EFTs. Never enter both payment methods. Local Accounting Departments are NOT authorized to initiate EFT transactions.
Next posting date	Enter the date of the next future payment run. This allows the system to pay items that would otherwise lose the vendor discount. Since payment runs are expected to be executed everyday, the next day's date should be entered.


Automatic Payment Transactions: Parameters
Payment Run Edit Goto Environment System Help
B.ex./pmt Request...
Status
Parameter
Free selection
Additional Log
Printout/data medium

Run date 08/25/2001

Identification CSEA1

Posting date 08/25/2001

Docs entered up to 08/25/2001

Customer items due by

Payments control

Company codes	Pmnt meths	Next p/date
1287,8172,1176,5173	C	08/30/2001

Accounts

Vendor 1 To 9999999999

Customer To

Foreign currencies

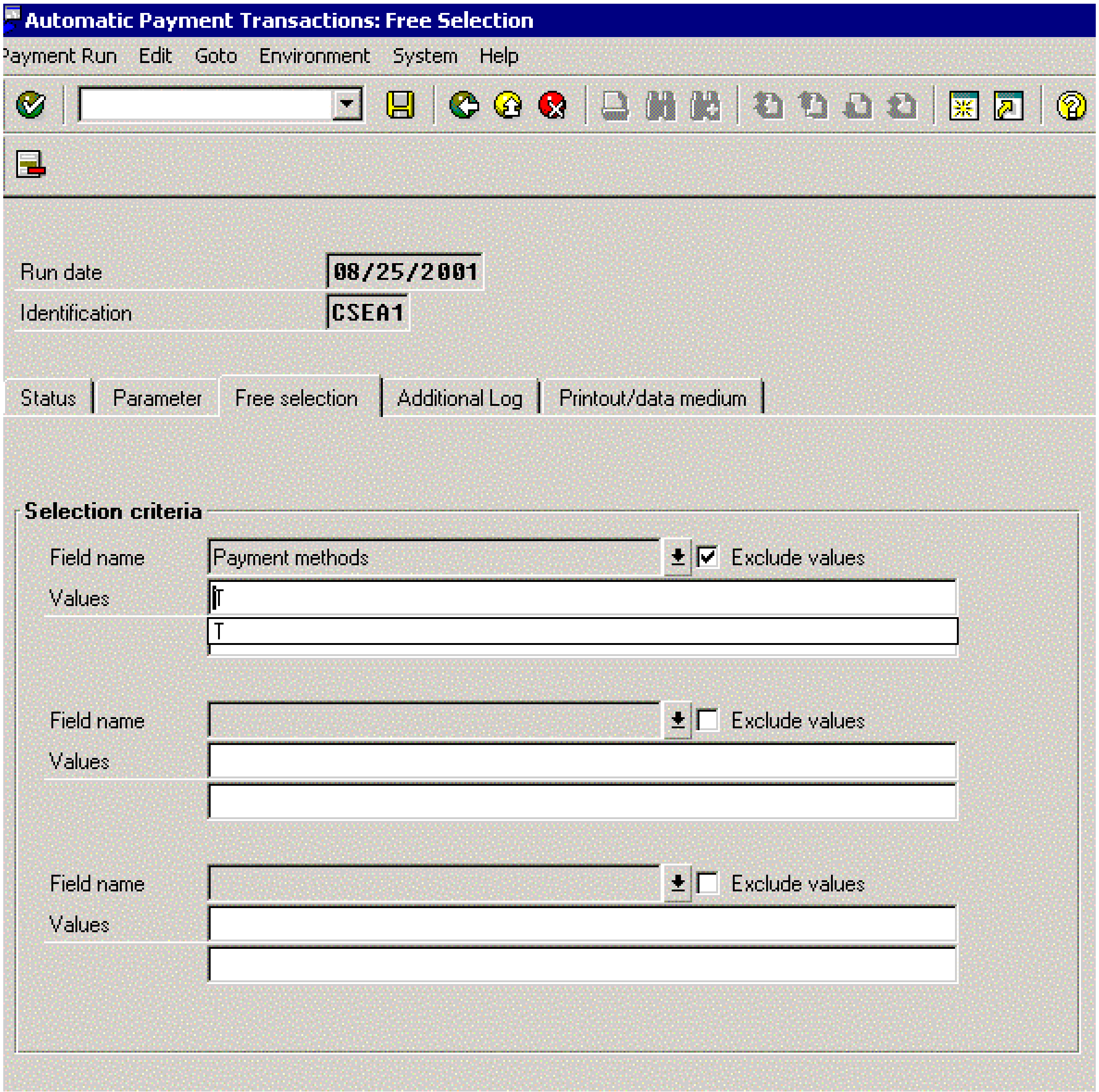
Rate type for conversn

NOTE: SAP selects all documents among the Documents that have been entered (goods received and invoice receipt) up to the date of the payment run. Then, matches them to the date identified as the next payment date to calculate which documents must be paid this payment run. In other words, if a document will be overdue by the next payment date, the invoice will be selected in the current payment run. For example, if the documents entered "up to date" is 04/01/99 and the next posting/payment date is 04/30/99, SAP selects all documents with a payment term of V003 (net due 15 days) or less.

Field	**Description/Usage**
Accounts	
Vendor	To pay a range of vendors, enter a beginning vendor in the *from* field and an ending vendor in the *to* field, e.g. 0000000000 to ZZZZZZZZZZ. It is not efficient to pay a single vendor using the automatic payment program (although this is the only way to generate an EFT file for a single vendor). For example, enter range 1000000000 to 4999999999.
Customer	To pay a range of customers, enter a beginning customer in the *from* field and an ending customer in the *to* field, e.g. 0000000000 to ZZZZZZZZZZ. In general, customers credit items (eg., over-payments) will not be paid using the automatic payment program, so these fields should be left blank. Customers will be usually be paid using a "hot" check in cases where a "refund" is needed.
Foreign Currencies	
Rate type for conversion	Foreign currencies are not currently used, so this field must be left blank.

Click on Tab Free selection

Field	Description/Usage
Selection Criteria	
Field Name	Hit the drop-down menu. Select Payment Method
Exclude Values	Check this box
Values	If you are processing a check run – put T in this field If you are processing an EFT run – put a C in this field This will signal to the system to exclude those vendors with the noted payment method (either Check or EFT).


Automatic Payment Transactions: Free Selection
Payment Run
Edit
Goto
Environment
System
Help
Status
Parameter
Free selection
Additional Log
Printout/data medium
Selection criteria

Run date 08/25/2001

Identification CSEA1

Field name: Payment methods ☑ Exclude values

Values: T

T

Field name: ☐ Exclude values

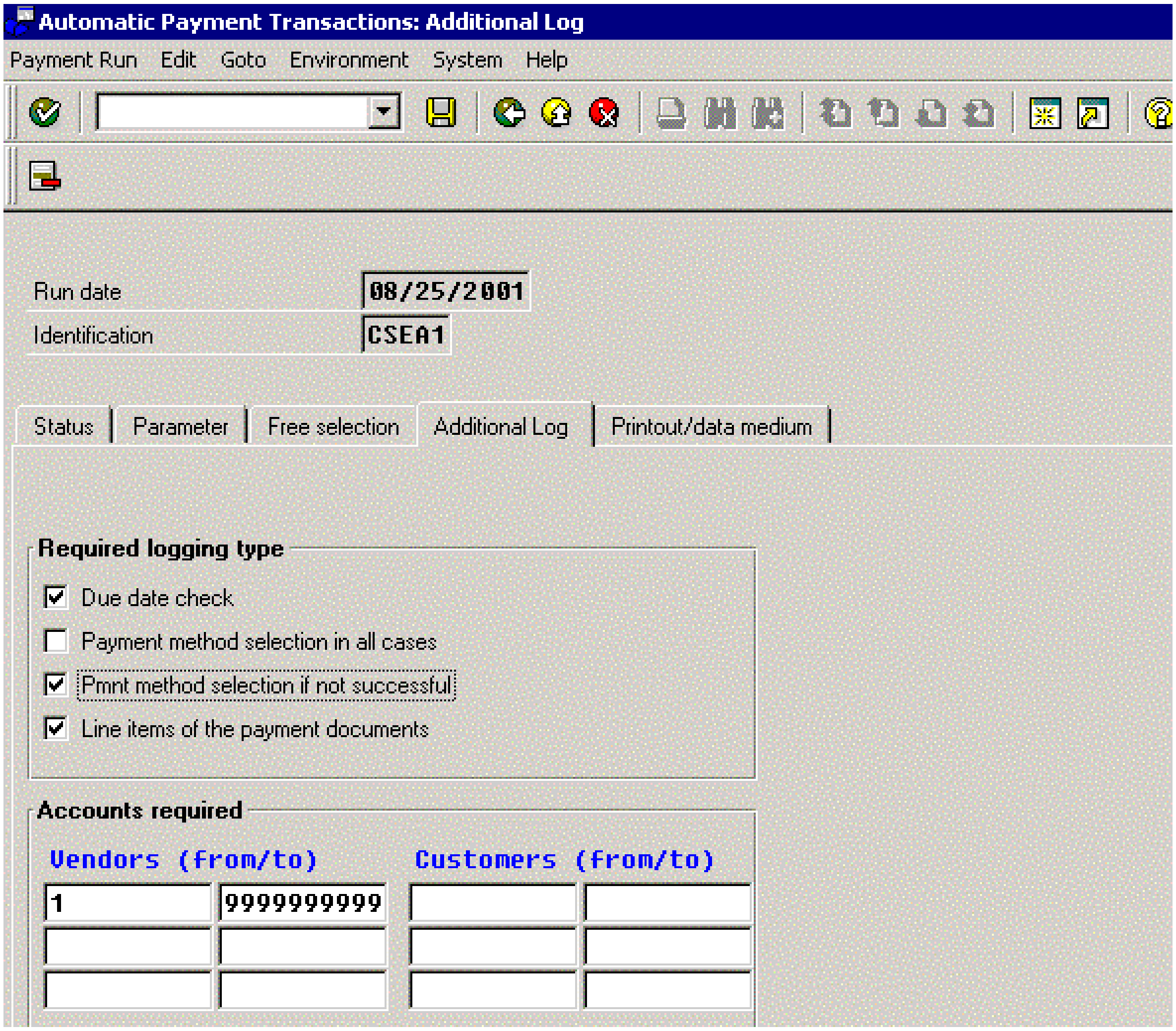
Values:

Field name: ☐ Exclude values

Values:

Click on tab
Additional Log

Field	**Description/Usage**
Required Logging type	
Due date check	Indicator that due date checking should be logged for open items. This indicator should be checked. By checking this indicator, the "log" identifies due date checking.
Payment method selection in all cases	Indicator that payment method and bank are logged. Leave blank.
Pmnt method if not successful	Alternatively to using the indicator described above, this checkbox could be flagged to log the attempted selection of the above if no permissible entries are found. This indicator should be checked. By checking this indicator, the "log" identifies the payment method if the payment run is not successful.
Line items of the payment documents	Indicator that all posted documents posted in the log are printed with your items. The documents are printed for payment proposals, which are generated during the following payment. This indicator should be checked. By checking this indicator, the "log" identifies all posted documents in the payment run.
Accounts Required	Again, enter the range of vendors to be reviewed for payment. For example, 1000000000 to 4999999999.


Automatic Payment Transactions: Additional Log
Payment Run Edit Goto Environment System Help
Status
Parameter
Free selection
Additional Log
Printout/data medium

Run date 08/25/2001

Identification CSEA1

Required logging type

☑ Due date check

☐ Payment method selection in all cases

☑ Pmnt method selection if not successful

☑ Line items of the payment documents

Accounts required

Vendors (from/to)		Customers (from/to)	
1	9999999999		

This will enable the SAP system to produce a report that will list any payments that return an error.

NOTE: To delete an erroneous parameter, click on **Edit > Parameters > Delete parameters**.

Click on Tab [Printout/data medium] **Print programs**.

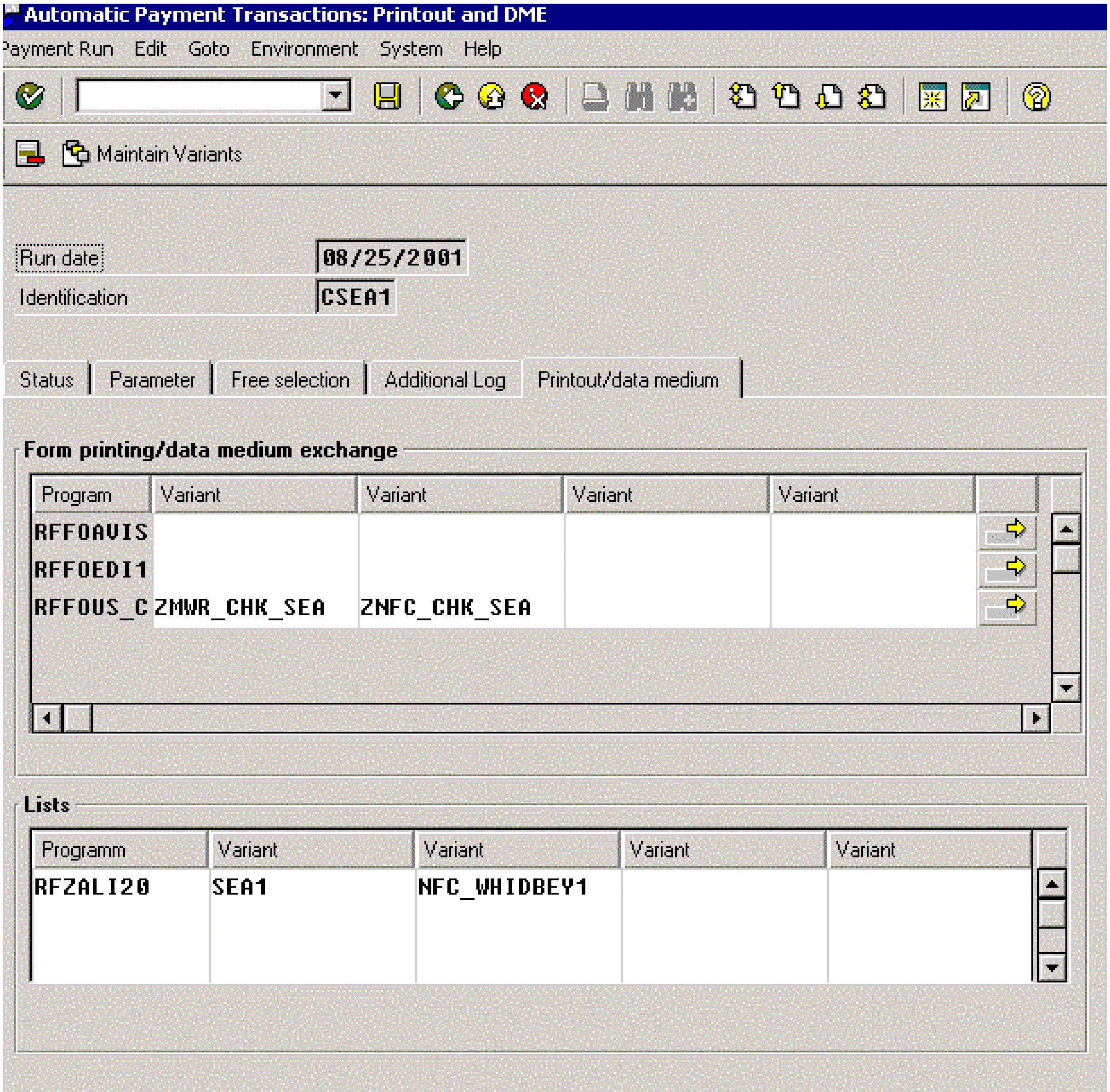
Screen: Automatic Payment Transactions: Print Programs

In the field, beside the program **RFFOUS_C** select variant:

ZMWR_CHK_JAX (for Jacksonville only)
ZMWR_CHK_SEA (for Seattle only)
ZMWR_CHK_MIDMW (for MidAtlantic MWR/CIVNAFI only)
ZMWR_CHK_MIDVQ (for MidAtlantic VQ only

For EFTs, in the field, beside the program **RFFOUS_T** select variant:

ZMWR_EFT_HQ (HQ EFT only)
ZMWR_CCO_HQ (HQ cash concentration only)


Automatic Payment Transactions: Printout and DME
Payment Run
Edit
Goto
Environment
System
Help
Maintain Variants
Status
Parameter
Free selection
Additional Log
Printout/data medium

Run date 08/25/2001
Identification CSEA1

Form printing/data medium exchange

Program	Variant	Variant	Variant	Variant
RFFOAVIS				
RFFOEDI1				
RFFOUS_C	ZMWR_CHK_SEA	ZNFC_CHK_SEA		

Lists

Programm	Variant	Variant	Variant	Variant
RFZALI20	SEA1	NFC_WHIDBEY1		

Click on the Save icon 💾 to save the transaction.

☑ Schedule Proposal

Click on the Tab labeled "Status"

The status box now reads “Parameters have been entered”

This screen displays the status of the payment proposal. Use this screen to schedule the created proposal.

Click on the button labeled **[Proposal]** to access the Schedule Proposal dialog box.

Use this dialog box to indicate when you want to run the payment proposal.

Start immediately - Click this field to start the payment proposal immediately.

Click on ✓ to schedule the payment proposal. Note: the proposal is only going to display the items selected based on the payment parameters entered. No payment documents are posted at this time.

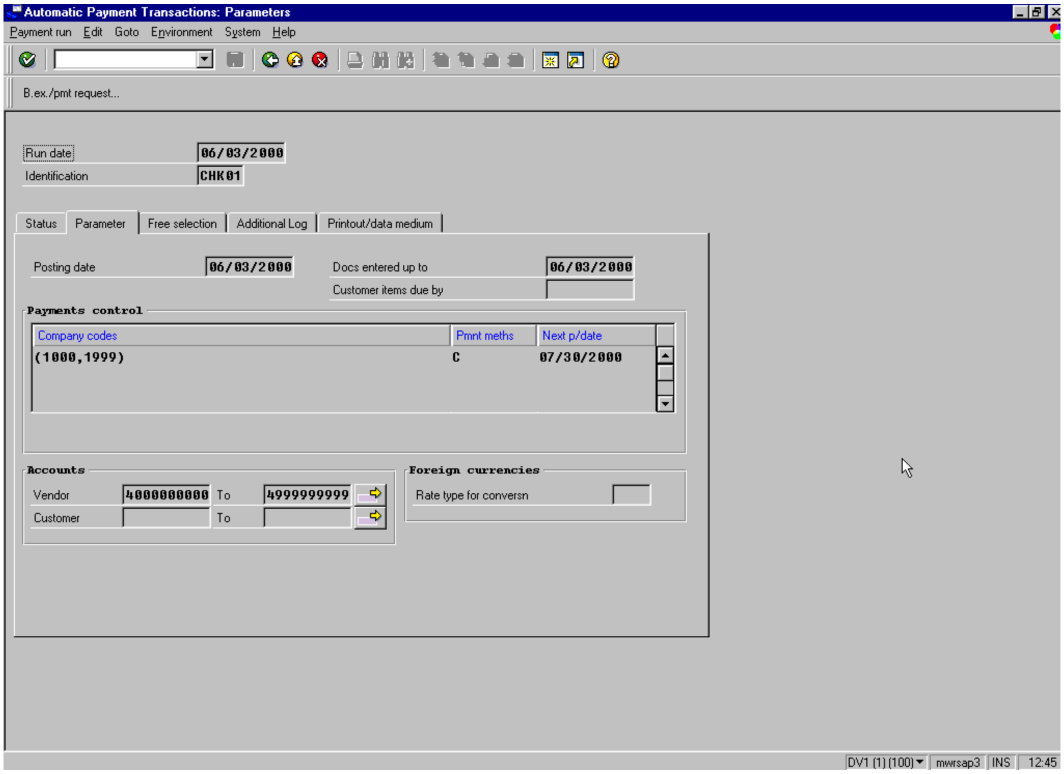
NOTE: Press Enter or click on Status to refresh the status displayed on this screen. Initially, the message may indicate the proposal is running. You may need to click on the Status Icon several times until the process is actually complete. Eventually, when the payment proposal is has been created the message will indicate "proposal has been created".

☑ Check the Payment Proposal

Select one of the following options:

If:	Then:
You wish to view your proposal list:	Select Edit > Proposal list. The Report name appears. Press Enter or click the green check mark icon ✓.
	NOTE: You may skip the “List Variant” screen by clicking the green check mark icon.

You wish to view your proposal exceptions:	Select Edit > Proposal > Exception List Variant. The Report Name appears. Press Enter or click the green check mark icon ✓.
You wish to view or Edit your proposal:	Click on the **[Edit Proposal]** icon. **NOTE:** Skip the "Account Clerk" screen by clicking on the green check mark.


Automatic Payment Transactions: Parameters
Payment run
Edit
Goto
Environment
System
Help
B.ex./pmt request...
Status
Parameter
Free selection
Additional Log
Printout/data medium
DV1 (1) (100)
mwrsap3
INS
12:45

Run date 06/03/2000
Identification CHK01

Posting date 06/03/2000
Docs entered up to 06/03/2000
Customer items due by

Payments control

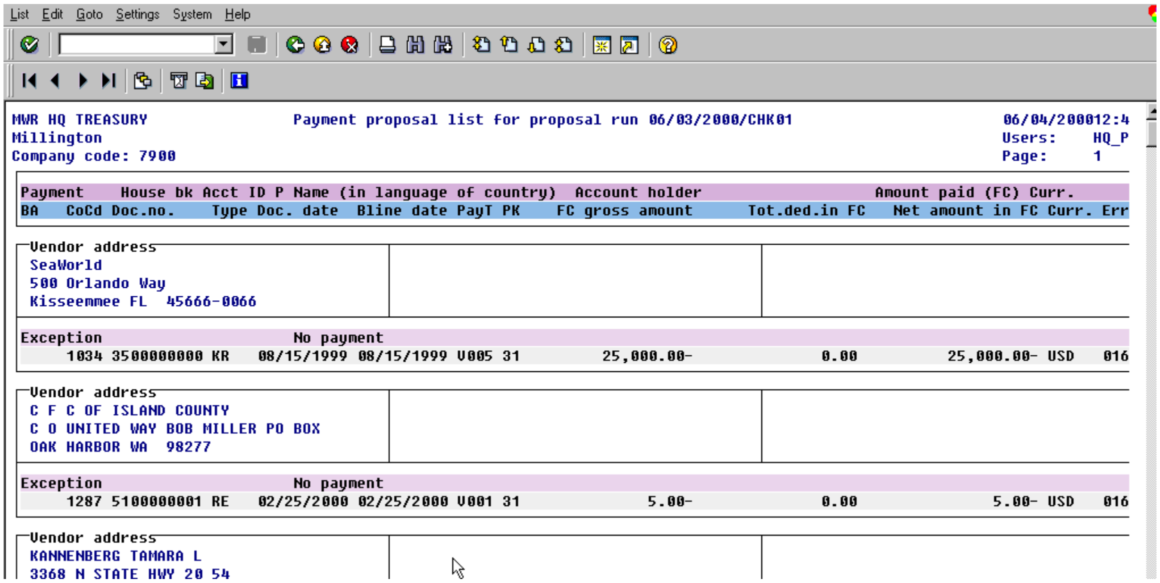
Company codes	Pmnt meths	Next p/date
(1000,1999)	C	07/30/2000

Accounts

Vendor 4000000000 To 4999999999
Customer To

Foreign currencies

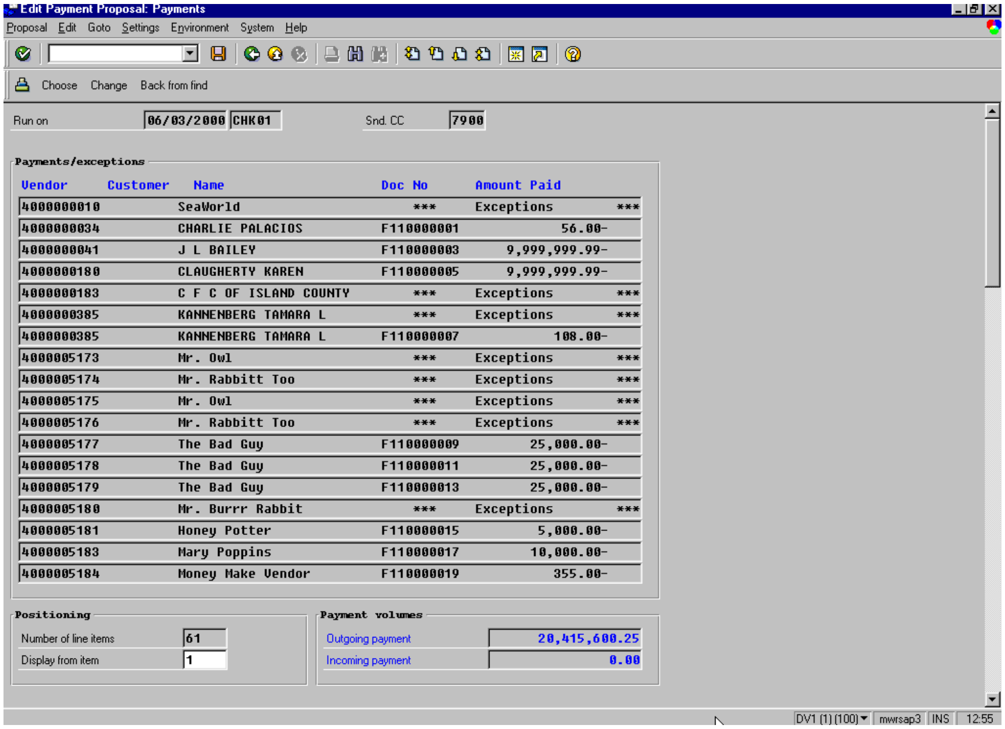
Rate type for conversn



```
MWR HQ TREASURY              Payment proposal list for proposal run 06/03/2000/CHK01               06/04/200012:4
Millington                                                                                           Users:    HQ_P
Company code: 7900                                                                                   Page:     1

Payment    House bk Acct ID P Name (in language of country)  Account holder               Amount paid (FC) Curr.
BA   CoCd Doc.no.    Type Doc. date  Bline date PayT PK    FC gross amount     Tot.ded.in FC   Net amount in FC Curr. Err

Vendor address
 SeaWorld
 500 Orlando Way
 Kisseemmee FL  45666-0066

Exception                    No payment
     1034 3500000000 KR   08/15/1999 08/15/1999 V005 31          25,000.00-             0.00         25,000.00- USD   016

Vendor address
 C F C OF ISLAND COUNTY
 C O UNITED WAY BOB MILLER PO BOX
 OAK HARBOR WA  98277

Exception                    No payment
     1287 5100000001 RE   02/25/2000 02/25/2000 V001 31               5.00-             0.00              5.00- USD   016

Vendor address
 KANNENBERG TAMARA L
 3368 N STATE HWY 20 54
```

If you clicked on **Edit proposal**, the following screen will appear:

Screen: Edit Payment Proposal: Payments


Edit Payment Proposal: Payments
Proposal Edit Goto Settings Environment System Help
Choose
Change
Back from find

Run on 06/03/2000 CHK01 Snd. CC 7900

Payments/exceptions

Vendor	Customer	Name	Doc No	Amount Paid
4000000010		SeaWorld	***	Exceptions ***
4000000034		CHARLIE PALACIOS	F110000001	56.00-
4000000041		J L BAILEY	F110000003	9,999,999.99-
4000000180		CLAUGHERTY KAREN	F110000005	9,999,999.99-
4000000183		C F C OF ISLAND COUNTY	***	Exceptions ***
4000000385		KANNENBERG TAMARA L	***	Exceptions ***
4000000385		KANNENBERG TAMARA L	F110000007	108.00-
4000005173		Mr. Owl	***	Exceptions ***
4000005174		Mr. Rabbitt Too	***	Exceptions ***
4000005175		Mr. Owl	***	Exceptions ***
4000005176		Mr. Rabbitt Too	***	Exceptions ***
4000005177		The Bad Guy	F110000009	25,000.00-
4000005178		The Bad Guy	F110000011	25,000.00-
4000005179		The Bad Guy	F110000013	25,000.00-
4000005180		Mr. Burrr Rabbit	***	Exceptions ***
4000005181		Honey Potter	F110000015	5,000.00-
4000005183		Mary Poppins	F110000017	10,000.00-
4000005184		Money Make Vendor	F110000019	355.00-

Positioning

Number of line items 61
Display from item 1

Payment volumes

Outgoing payment 20,415,600.25
Incoming payment 0.00

DV1 (1) (100) mwrsap3 INS 12:55

Use this screen to display and edit the proposal created. This screen displays the documents available for payment and the documents not available for payment. The line layout display can be changed to display different information on the screen. To change the layout set, click on Settings > Line layout. Choose the desire line layout from the pop up screen. You may find it easier to view the exception list with the vendor NAME so select the line layout with VEND/CUST/NAME/DOCNO/AMOUNTPD

Layout set can be chosen to display different information about the payment document.

The documents not available for payment are "Exceptions". The documents that are available for payment do not include in the "Exceptions".

Place your cursor on the document and double click or click on Choose. The Edit Payment Proposal: Open Items screen will be displayed.

Screen: Edit Payment Proposal: Payments

Use this screen to select the line item (or specific document) you want to change or view.

However it is not recommended that you block items within this screen. Follow the normal business process of investigating invoices prior to unblocking them using the regular process rather than within the payment run. The individual regions/funds are responsible for blocking and unblocking vendors for payment. They will do these using the regular process.

However, it is wise for the Business Manager to periodically review the vendors with blocked items since these exceptions may not be reviewed regularly by the bases. This could lead to unreasonable delay in paying the vendor.

Click on 💾 if you have made any changes. If not, click on backward green arrow ⬅ to access the Automatic payment transaction screen.

To delete the proposal, click on Edit > Proposal > Delete Proposal.

Schedule the Posting and Printing/Creating of Payment Media

EDIT > PAYMENTS > SCHEDULE PRINT.

This step actually posts the documents required to clear the vendor open items as suggested in the payment proposal.

Click on the **[Start immediately]** pushbutton and the **[Post and Print]** pushbutton to run the payment program.

Be sure that the correct blank paper stock is in the printer AND the MicroChip is located in the CHECKBOX!!

NOTE: Press Enter or click on Status to refresh the status displayed on this screen. A message indicating that the payment run is running and then created is displayed. Again, you may need to click on the Status Icon several times until the message indicates the payment is complete.

If:	Then:
You wish to view your payment list:	Select Edit > Payment list. The Report name appears. Press Enter or click the green check mark ✓.
You wish to view your payment exceptions.	Select Edit > Payment > Exception list. The Report Name appears. Press Enter or click the green check mark ✓.

This step will post the payment documents to the general ledger. It will also automatically:

- initiate the check printing process for check payment runs.
- initiate the EFT data file creation and remittance advice printing processes for EFT payment runs

Print Checks and EFT Remittance Advices

At some time, it may be necessary to “kick off” print jobs for checks, or EFT payment reports manually. If necessary, the checks or EFT payment documents can be scheduled for printing. For checks, this step actually prints out the checks.

Note: If checks have been printed, you will NOT be able to reprint out checks. Upon successfully printing of checks, the check run is automatically deleted from the print spool for safety!

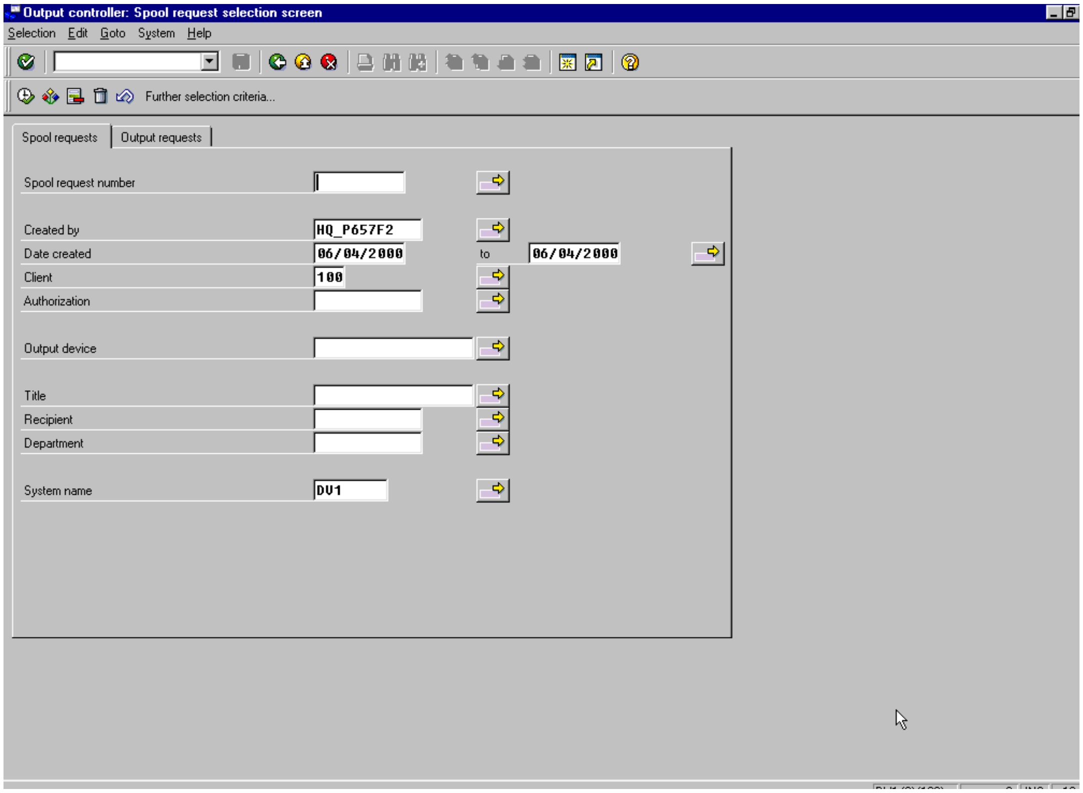
Warning: Be sure that the correct blank paper stock is in the printer AND the Micro Chip is located in the CHECKBOX!!

SYSTEM ➔ SERVICES ➔ OUTPUT CONTROLLER

Transaction code: **SP01**

Screen: Spool: Request Screen

Field	Description/Usage
User Name	Enter the name of the user that performed the payment run. Usually, this is already defaulted on the screen
From Date	Enter the date the check run was performed


Output controller: Spool request selection screen
Selection Edit Goto System Help
Further selection criteria...
Spool requests
Output requests
to

Spool request number:
Created by: HQ_P657F2
Date created: 06/04/2000 to 06/04/2000
Client: 100
Authorization:
Output device:
Title:
Recipient:
Department:
System name: DV1

Click on ✓ or press the Enter key to continue.

The spool screen will display all print requests for that user for that day.

The spool that requests the checks is identified as “SYSTEM CHECKS”.

The spool request with EFT remittance advices is identified by “PAYMENT ADVICES”.

Remittance advices will be set up to be printed at MWR HQ although the EFT payment run will be performed centrally. HQ will initiate the printing of the EFT remittance advices. These remittance advices will be automatically faxed to those vendors with valid fax numbers in their master records (or mailed) to inform them of the payments (with detail info) that have been made directly to their bank accounts.

A summary report will be automatically at each local activity printer to inform you of EFT items paid. **PLEASE REVIEW THIS DOCUMENT!**

- Click the box next to the spool number of the first spool file. Click Spool request > Display and view the contents of the first spool file.
- To print – click on the print key and enter the printer details. To delete the spool file after the checks have been checked and completed: Menu > Spool Requests > Delete

Reports

Menu Path: INFORMATION SYSTEM > ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > SELECT REPORT >

Program	Report Name	Menu Path
RFZALI00	Payment Settlement List	Accounts Payable > Payment Transactions > Payment settlement list
RFZALI10	Payment Settlement – List of Exception	Accounts Payable > Payment Transactions > List of Exceptions

Number Ranges

Document Types	Number Range
ZT – EFT Posting	8200000000 to 8299999999
ZC– Check Posting	8000000000 to 8099999999

Vendor Master Data

This chapter discusses the process of creating a vendor master record as well as changing and displaying an existing vendor master record. Screen layouts vary depending on the account group assigned to the vendor. The Account Groups established for Morale, Welfare and Recreation and Visiting Quarters are:

Account Group	**Description**	**Number Range for Account Numbers**
CUSD	Petty Cash/Change/Unit Fund Custodians	1000000000 to 1099999999
EMPL	Employee Vendors	2000000000 to 2099999999
PRRF	Prize Winners/Refundees/FCC	3000000000 to 3099999999
TRAD	Trade Vendors	4000000000 to 4099999999

Vendor master records are comprised of at least two and up to three components:

- general
- company code
- purchasing.

The **General** component of the master record stores information that does not change depending on the company code (base/fund). This includes the vendor’s name, address, and bank details.

The **Company Code** component includes information such as the g/l reconciliation account, payment terms, and allowable payment methods. These two components must exist for all vendors.

The **Purchasing** stores information for use with purchase order, such as order currency (always USD) and delivery terms. Trade vendors will be the only types of vendors that will have this third master record component maintained. All other types of vendors will not be issued with purchase orders.

CREATING VENDORS

☑ Vendor Master Data Request Form

This is a Manual Process

Trade vendors will be centrally created and maintained by MWR HQ.

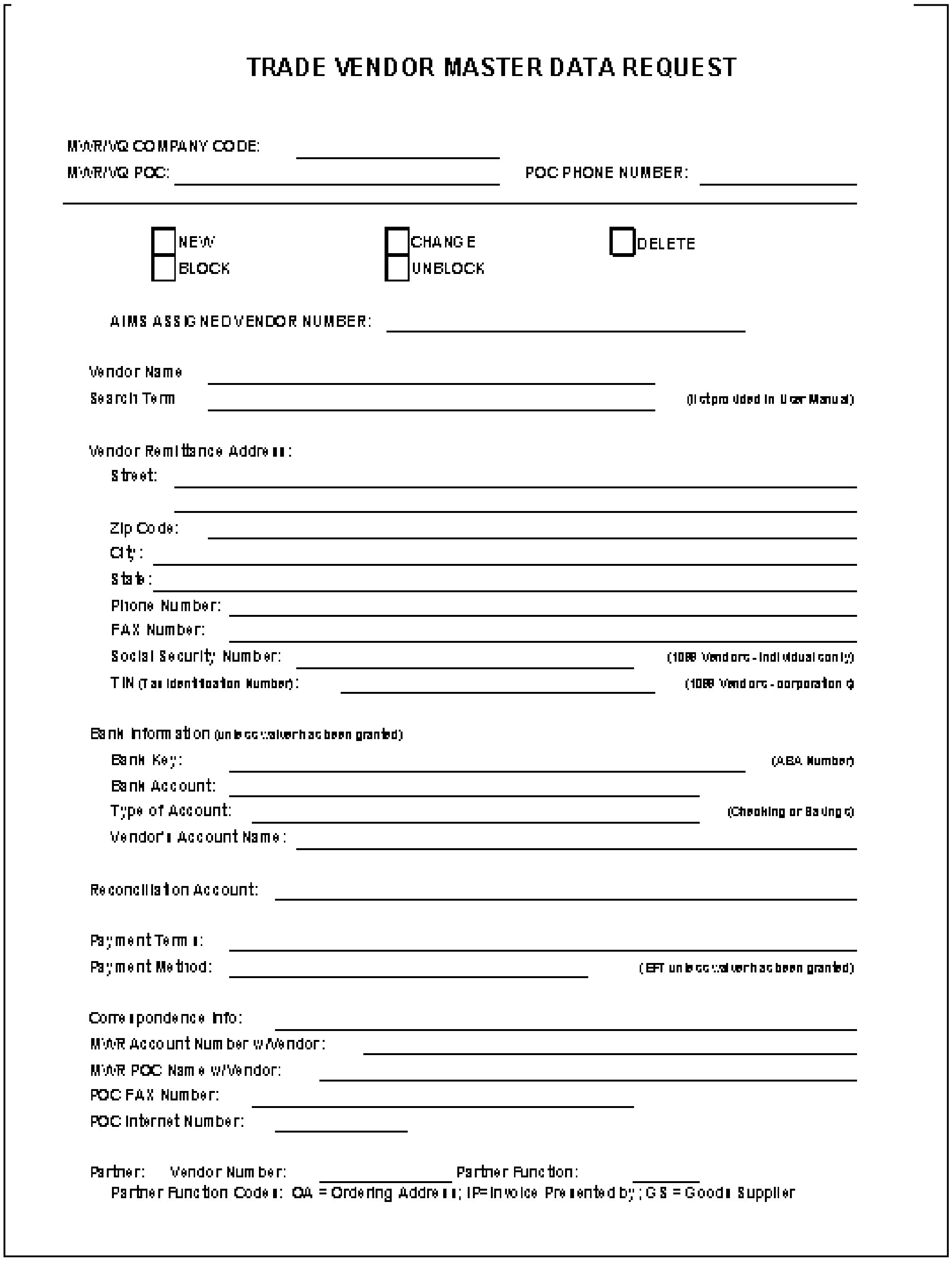
HQ

OVERVIEW: VENDOR MASTER RECORDS

There are two basic types of vendor: TRADE Vendors and NON-TRADE Vendors. TRADE Vendors are the vendors we do business with on a daily basis, to buy goods and services from for our operations. NON-TRADE Vendors are local requites for payment such as Bingo Winners, Employee Travel Advance checks, Petty Cash Custodian Checks, Family Child Care Subsidy checks, refund checks, etc.

TRADE Vendors will be CENTRALLY (HQ) created, maintained, changed, etc. NON-TRADE Vendors will be created and maintained LOCALLY (by the Regional Business Office).

Requests from the field for new trade vendor creation (or changes) must be submitted via email, fax or phone on the Vendor Master Data Request Form. It is recommended that each office identify at least one point of contact (with a backup) to work with MWR HQ to create/change vendors. This POC should request a new vendor record when bases/funds begin to procure goods and services from vendors that have never been used before. Trade Vendor master records must exist in order for purchase orders to be created using that vendor. This form (see below) should be completely filled out (all fields noted as "required" must be completed when requesting a new vendor master record is created - failure to completely provide this information will prohibit the vendor record from being created!)



TRADE VENDOR MASTER DATA REQUEST

MWR/VQ COMPANY CODE: ____________________

MWR/VQ POC: ______________________________ POC PHONE NUMBER: ______________

☐ NEW ☐ CHANGE ☐ DELETE

☐ BLOCK ☐ UNBLOCK

AIMS ASSIGNED VENDOR NUMBER: ______________________________

Vendor Name ______________________________

Search Term ______________________________ (list provided in User Manual)

Vendor Remittance Address:

Street: ______________________________

____

Zip Code: ______________________________

City: ______________________________

State: ______________________________

Phone Number: ______________________________

FAX Number: ______________________________

Social Security Number: ______________________ (1099 Vendors - individuals only)

TIN (Tax Identification Number): ______________________ (1099 Vendors - corporations)

Bank Information (unless waiver has been granted)

Bank Key: ______________________________ (ABA Number)

Bank Account: ______________________________

Type of Account: ______________________________ (Checking or Savings)

Vendor's Account Name: ______________________________

Reconciliation Account: ______________________________

Payment Terms: ______________________________

Payment Method: ______________________ (EFT unless waiver has been granted)

Correspondence Info: ______________________________

MWR Account Number w/Vendor: ______________________________

MWR POC Name w/Vendor: ______________________________

POC FAX Number: ______________________________

POC Internet Number: ____________

Partner: Vendor Number: ____________ Partner Function: ______

Partner Function Codes: OA = Ordering Address; IP= Invoice Presented by; GS = Goods Supplier

Vendor Categories/Groups

The categories listed below are to be used to identify each vendor for the purpose of "searching". The "search term" can be used to search through the database of vendor master records and locate a vendor that belongs to a certain category/group. These categories selected for each vendor should closely represent/or identify the type of vendor or type of product that is procured through the vendor. The following Search Terms have been identified (Note: The abbreviation in the "**CATEGORY**" field below represents how the search terms will be keyed into the AIMS system and they are standardized abbreviations to be used in all cases):

Category	Description
F & B	Food and Beverage Vendors
REC EQUIP	Recreation Equipment and Resale
SUPPLIES	Office, Custodial and Operational
CONTRACTOR	Aerobic/dance Instructors, officials, etc.
SERVICES	Water delivery, plant maintenance, etc.
ITT	Ticket vendors, tour operators, bus companies, hotels, travel
UTILITIES	Telephone, cable internet, cellular, pager, etc.
PERIODICALS	Magazine, Newspaper, etc., subscriptions
EMPLOYEES	Handwrite payroll or travel
REFUNDS	Customer refunds
CUSTODIANS	Change/Petty Cash replenishment
FCC	Family Child Care Provider payments
PRIZE	Tournament Prize winners, Race Winners, etc
BINGO	Bingo Prizes, bingo supplies, etc.
UNIT FUNDS	Unit Fund Custodians
AIROWNERS	NFC Only (NFC Leaseback Aircraft Owners)
AIR PARTS	NFC Only (For specialized Navy Flying Club Aircraft Parts
AIR RESALE	NFC Only (For specialized Navy Flying Club resale
AMENITIES	(FOR VQ USE ONLY!). Room amenities (i.e. shampoo,

BOLD denotes the TEXT portion of category we'll use to encode the search term (abbreviated) into SAP. We only have a limited number of space in the search term field so use the letters in **BOLD** to fill out the Search Term field - REMEMBER ALWAYS USE CAPITAL LETTERS!!

☑ Create Vendor Master for Trade Vendor

HQ

This transaction should only be used for creating trade vendors and can ONLY be performed by MWR HQ.

Menu Path: **LOGISTICS ➔ RETAILING ➔ MASTER DATA➔VENDOR DATA ➔EDIT VENDORS➔OTHER VENDORS➔CREATE➔CENTRAL**

Transaction code**:** **XK01**

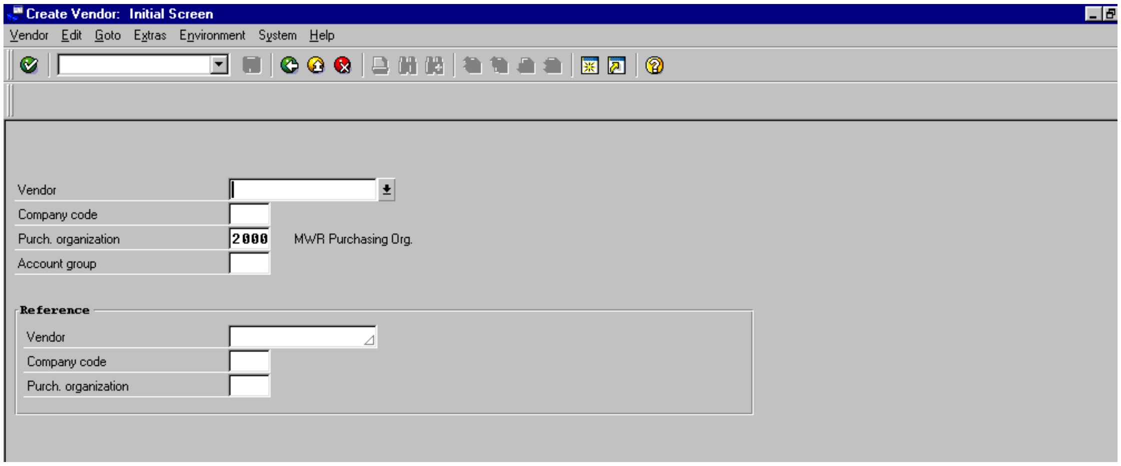
Screen 1: Create Vendor: Initial Screen

NOTE: ALWAYS ENTER DATA USING ALL CAPITAL LETTERS!

Field	Description/Usage
Vendor	Leave this field blank, as the system will automatically assign an account number for the new vendor.
Company code	Enter the company code for the base/fund in which the vendor should be initially created.
Purchase Organization	There is only one purchasing organization for MWR/VQ currently. Enter purchasing organization 2000.
Account group	Enter the account group TRAD for trade vendors.

Press the Enter key or use the green check mark ✓

Screen: Create Vendor: Address

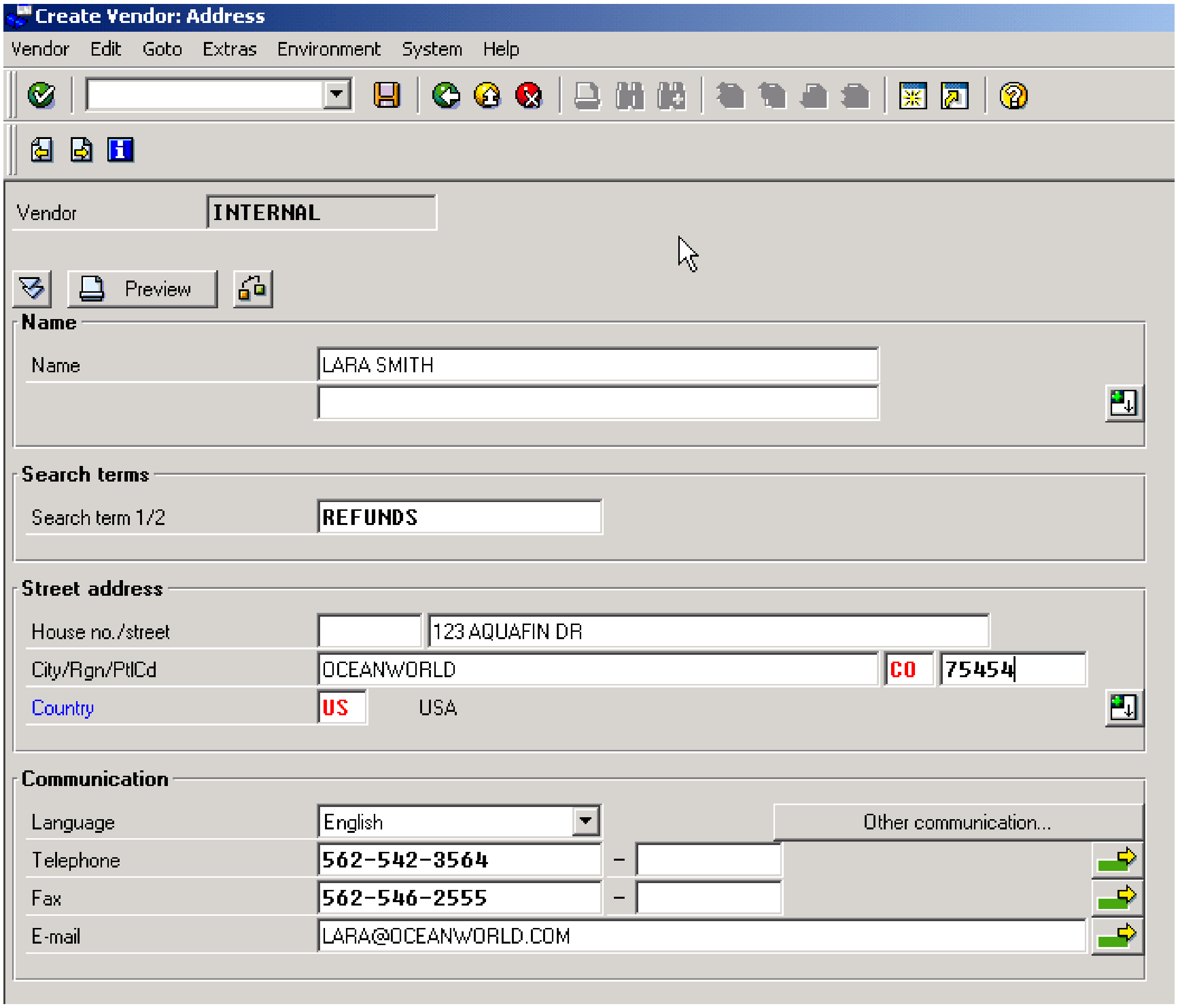


Vendor
Company code
Purch. organization 2000 MWR Purchasing Org.
Account group

Reference
Vendor
Company code
Purch. organization

NOTE: ALWAYS ENTER DATA USING ALL CAPITAL LETTERS!

Field	Description/Usage
Address:	
Name1	Name of Vendor
Name2	2nd line of Name of Vendor, "Attn" line, etc.
Search Terms:	
Search Term	One of the following: F & B; REC EQUIP; SUPPLIES; CONTRACTORS; SERVICES; ITT; UTILITIES; PERIODICALS; EMPLOYEES; REFUNDS; CUSTODIANS, UNIT FUNDS, FCC, AMENITIES, ETC.
House address:	
Street	Street address of vendor (including Suite and Building number)
House number	Leave blank
Postal Code	Zip Code
City	City
Country	US (USA)
Region	State code
Communication:	
Language	EN (English)
Telephone	Telephone, if any
Fax Number	**FAX NUMBER - IMPORTANT, please include!**
E-mail Address	Enter e-mail address, if any


Create Vendor: Address
Vendor Edit Goto Extras Environment System Help
Preview
Other communication...

Vendor: INTERNAL

Name

Name: LARA SMITH

Search terms

Search term 1/2: REFUNDS

Street address

House no./street: 123 AQUAFIN DR

City/Rgn/PtlCd: OCEANWORLD CO 75454

Country: US USA

Communication

Language: English

Telephone: 562-542-3564

Fax: 562-546-2555

E-mail: LARA@OCEANWORLD.COM

Press the Enter key or use the green check mark icon. ✓

Screen: Create Vendor: Control

NOTE: ALWAYS ENTER DATA USING ALL CAPITAL LETTERS!

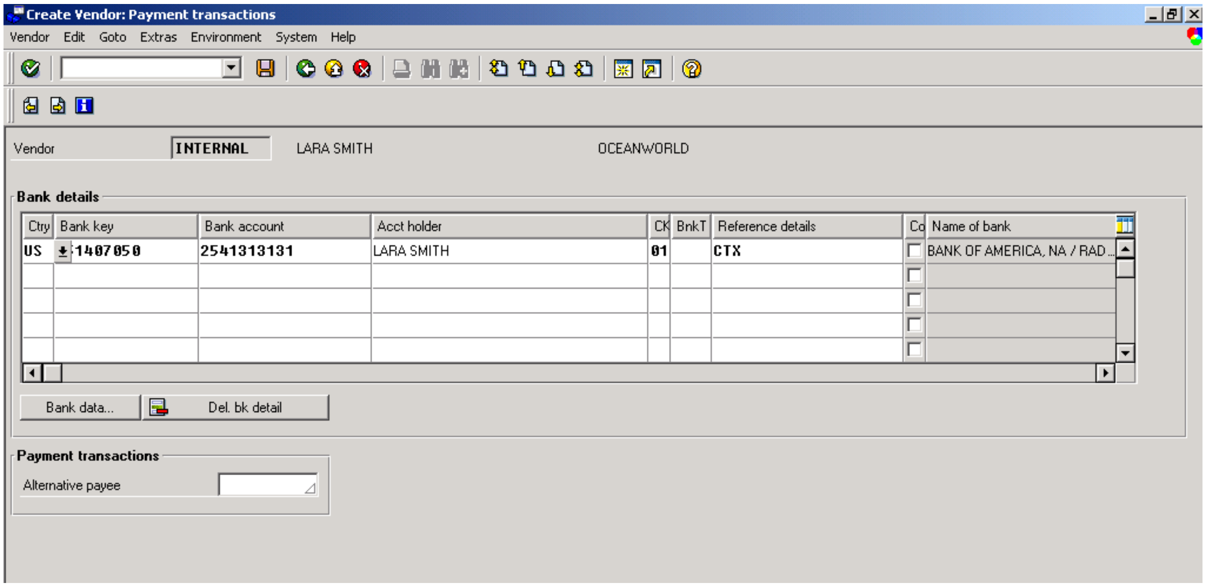
Field	Description/Usage
Account Control:	
Tax Information: Use only one	
Tax code 1	Individual tax code (SSN number). Always complete this when creating a contractor vendor (or a vendor that is considered a 1099 vendor). YOU MUST INCLUDE A SSN IF THE VENDOR IS IDENTIFIED FOR A 1099 (Withholding Tax code 07 or 03)!
Tax code 2	Corporate tax code (eight digits)

Press the Enter key or use the green check mark icon. ✓

Warning: Data accuracy for the next section of information is very important. The automatic payment program to create EFT data files (for transmission to NationsBank) will use these details. Enter all information exactly as described below. If the EFT data file does NOT function properly for a particular vendor, always check that the master data stored in this section is accurate, this is the most likely cause of EFT data file failures. Note that the fields marked, as 'mandatory' below, are not enforced by the system. In fact, all bank details fields are optional (to allow vendors without EFT capability to be created). However, these fields **MUST** be completed in order for the EFT payment program to work properly!

Screen: Create Vendor: Payment Transactions

Field	Description/Usage
Bank details:	
Ctry	US – Country of origin
Bank key	Enter the routing number for the bank account. This routing number must be ACH compatible. The system will validate the bank key enter against a table of valid values. If the bank key is not valid confirm with the vendor. If the bank key is correct, but does not appear in the check table, create the bank using the procedure described in another document.
Bank account	Bank account number
Account holder	Vendor's account name
BnkT	Leave this field blank at all times.
Reference details	**Enter CTX in this field**. This specification will ensure that the CTX detail line item format will be used when the automatic payment program creates the EFT data file in ACH format.
CollectAut	Leave blank, as this field is for authorization direct debits from a vendor or customer's bank account. This functionality is not used by MWR currently.
Name of Bank	System will default the bank name in this field.
Payment transactions:	
Alternative payee	Leave this field blank, as the alternative payee functionality is not currently used by MWR.



Vendor INTERNAL LARA SMITH OCEANWORLD

Bank details

Ctry	Bank key	Bank account	Acct holder	CK	BnkT	Reference details	Co	Name of bank
US	1407050	2541313131	LARA SMITH	01		CTX	☐	BANK OF AMERICA, NA / RAD...
							☐	
							☐	
							☐	
							☐	

Payment transactions

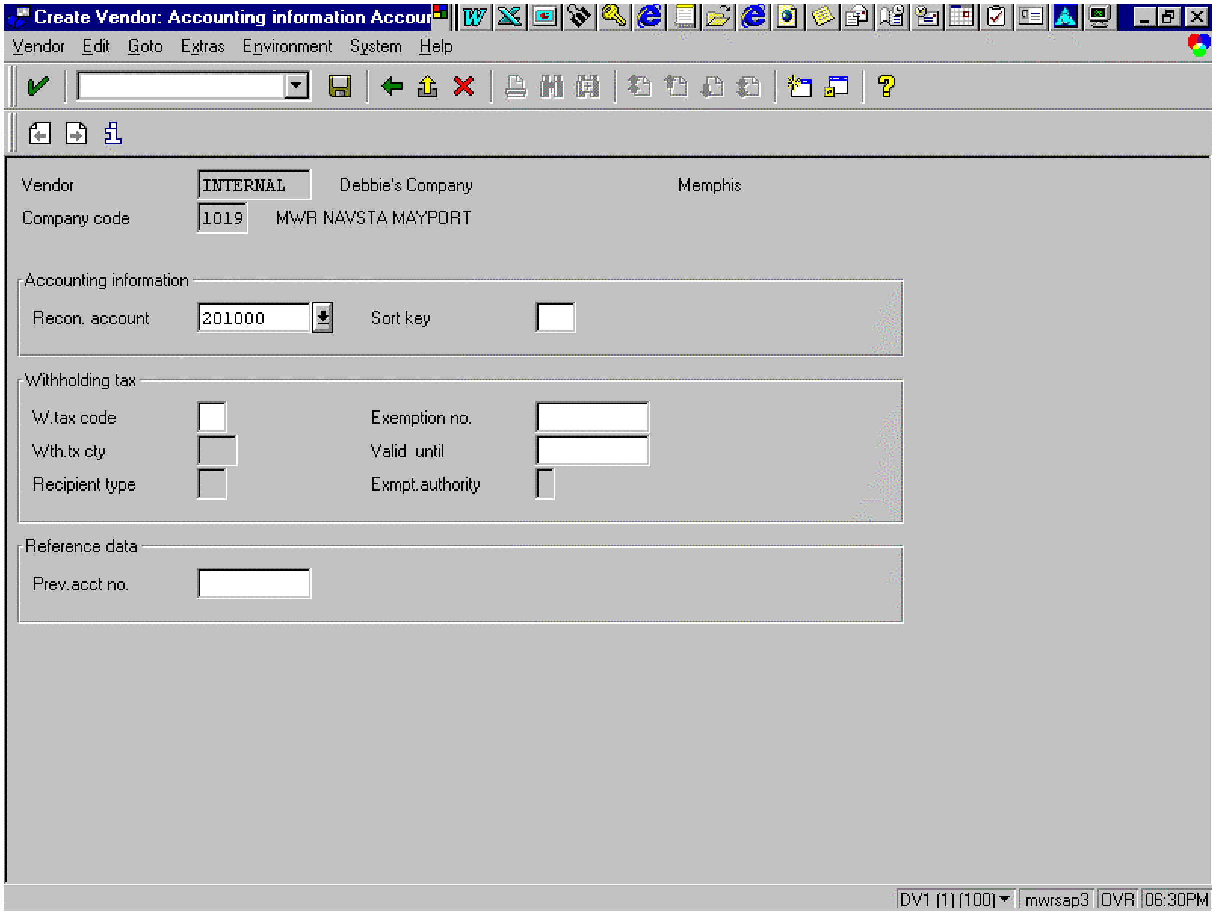
Alternative payee

Press the Enter key or use the green check mark icon. ✓

Screen: Create Vendor: Accounting Information Accounting

Field	Description/Usage
Accounting Information:	
Reconciliation Account: **MWR Reconciliation Accts:** 201000 - Trade Payables 206000 - Consignment Tickets **VQ Reconciliation Accts:** 201000 - Trade Payables 201001 – Overseas Purchase Payable 201002 – Contracts Payable 202002 – Collective Payable Telephone 202003 – Collections Payable Fair Market Rent Shelter 202004 – Collection Payable Fair market Rent Utilities 202005 Collections Payable cost / Damaged APF Property (VQ) 202006 Payable Cable TV (VQ **202007 COLLECTIONS PAYABLE OPERATIONS CONTRACT SERVICES**	The reconciliation account is the G/L account to which the postings in the vendor sub-ledger are "posted". Valid reconciliation accounts for trade vendors include are listed in the column to the left:

Sort Key	Leave this field blank.
Withholding tax:	
W. tax code	**THIS FIELD IS KEY TO ENSURING PROPER PREPARATION of 1099 forms** by the AIMS system at year-end. (Bingo forms W-2G must still be prepared manually) Enter the withholding tax code for those vendors that are subject to 1099 reporting. The tax codes that appear in the search help list represent 1099 reporting categories. In general, MWR vendors fall under one of two codes: 03 Prizes, awards (used for Bingo) 07 Non-employee compensation Code 03 should be used for prize winners (bingo winners, etc.). A report will be generated at the end of the year so that WG2 forms can be prepared for these vendors if their winnings total $1200 or greater in one game. Code 07 should be used for personal service contractors (e.g. aerobics instructors, fitness trainers, motivational speakers, etc.). These vendors will receive a 1099 at the end of each year providing earnings totaled $1200 or more.
Exemption no.	If the vendor is normally subject to 1099 reporting, but has an exemption certificate, enter the certificate number in this field.
Valid until	Enter the exemption certificate expiration date.
Reference data:	
Prev. acct no.	Enter the vendor's account number from the legacy system. MWR has decided not to complete this field during the initial data conversion.


Create Vendor: Accounting information Accour
Vendor Edit Goto Extras Environment System Help
DV1 (1) (100) mwrsap3 OVR 06:30PM

Vendor INTERNAL Debbie's Company Memphis
Company code 1019 MWR NAVSTA MAYPORT

Accounting information
Recon. account 201000
Sort key

Withholding tax
W.tax code
Wth.tx cty
Recipient type
Exemption no.
Valid until
Exmpt.authority

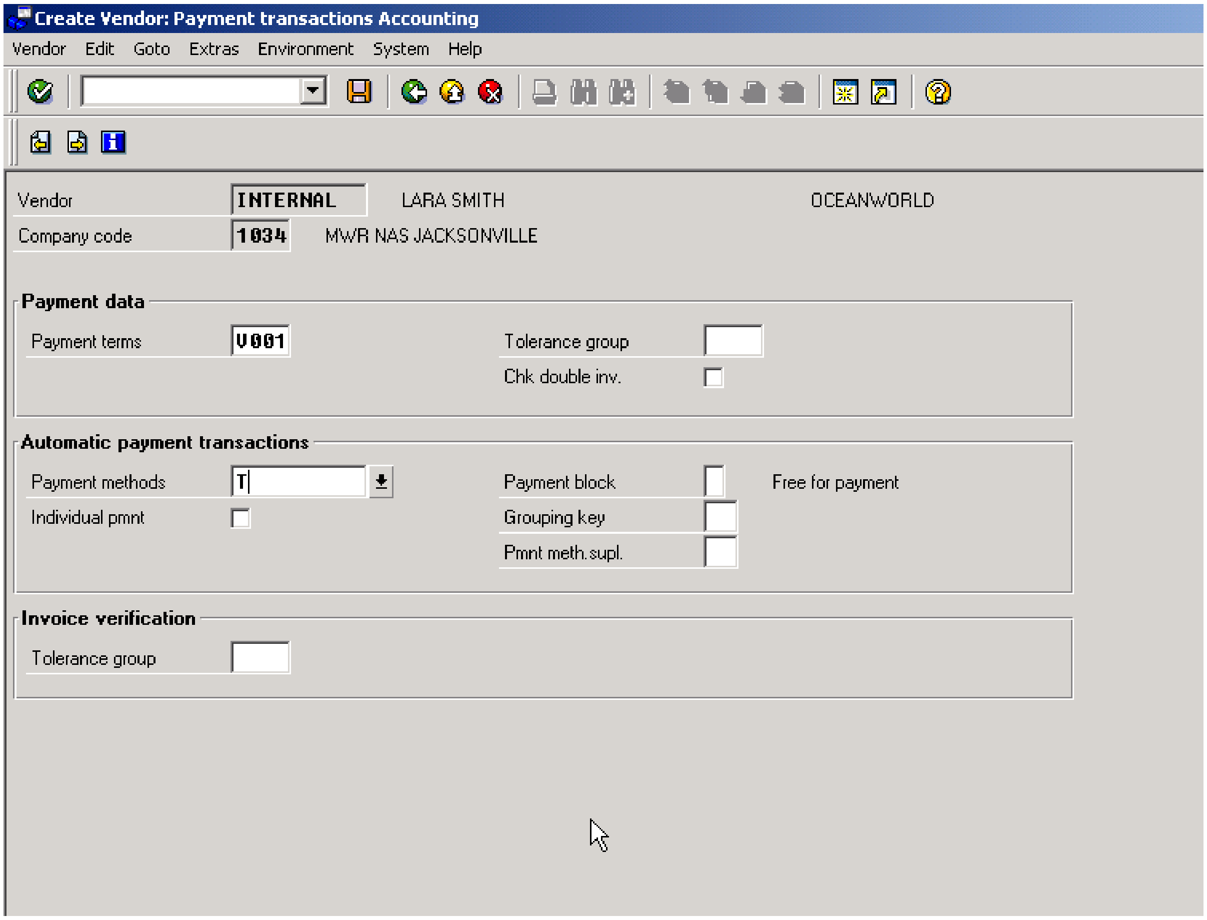
Reference data
Prev.acct no.

Press the Enter key or use the green check mark icon. ✓

Screen: Create Vendor: Payment Transactions Accounting

Field	**Description/Usage**
Payment data:	
Payment Terms	Enter payment terms code in this field. A number of standard payment terms are available using the search help.
Credit memo terms	If vendor credit memos should have a standard payment method, such as “net due immediately”, enter this payment terms code in this field.
Tolerance Group	Leave this field blank, as MWR is currently not assigning tolerance groups to vendors.
Chk double inv	Always flag this checkbox, as this will activate duplicate invoice checking during invoice entry. The system will determine whether a duplicate invoice exists by checking the reference document number (vendor’s invoice number) against existing values for that vendor.

Automatic payment transactions:	
Payment methods	If bank details for the vendor have been maintained (i.e. the vendor has provided EFT details), enter payment method T (EFT) in this field. If the vendor is still to be paid by check, enter payment method C (Check).
Individual pmnt	Leave blank
Payment block	Leave blank
Grouping key	Leave blank
Pmnt meth supl	If the payment advices (check or EFT remittance advice) is to be sent by regular post or fax, leave the field blank. If the vendor always collects the check or remittance advice, enter payment method supplement 01. If other special handling for checks and remittance advices is required (such as courier, hand delivery, etc.) enter supplement code 02. Most trade vendors will not require a payment method supplement.
Invoice verification:	
Tolerance group	Leave this field blank.


Create Vendor: Payment transactions Accounting
Vendor Edit Goto Extras Environment System Help

Vendor INTERNAL LARA SMITH OCEANWORLD
Company code 1034 MWR NAS JACKSONVILLE

Payment data

Payment terms V001
Tolerance group
Chk double inv. ☐

Automatic payment transactions

Payment methods T
Individual pmnt ☐
Payment block ☐ Free for payment
Grouping key
Pmnt meth.supl.

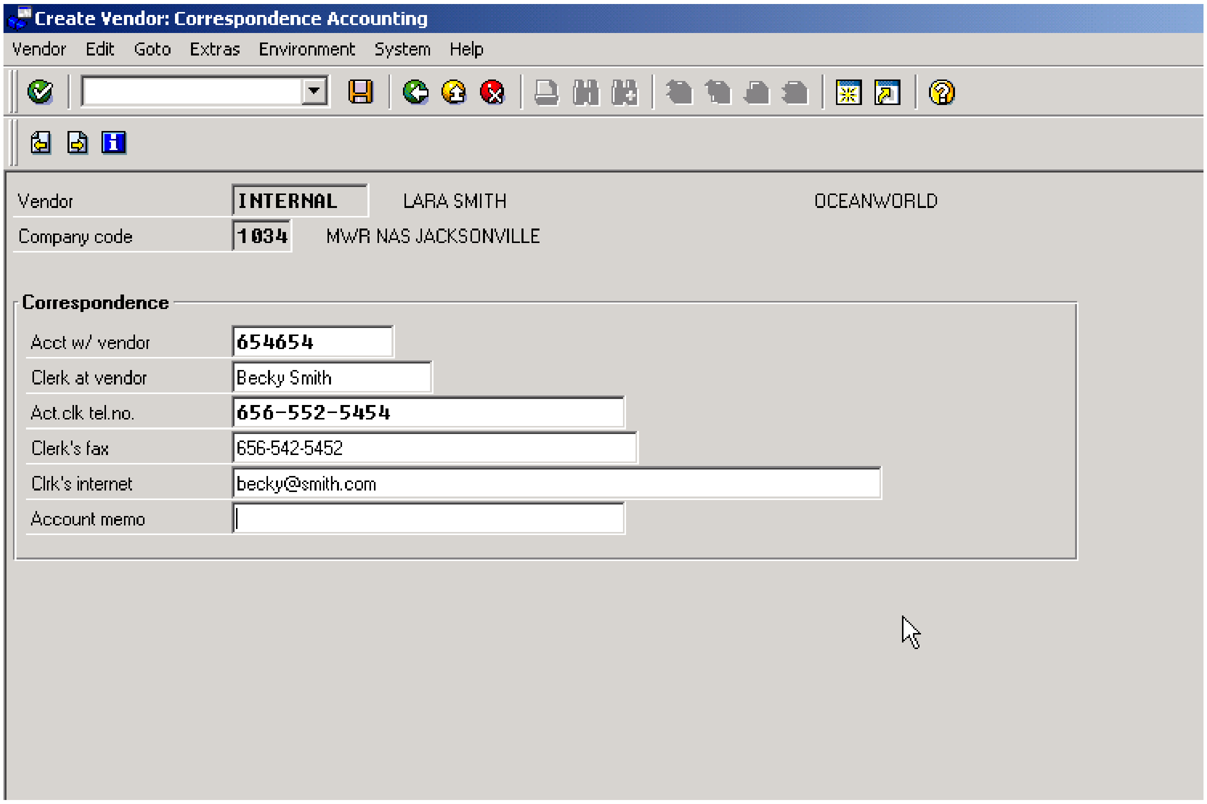
Invoice verification

Tolerance group

Press the Enter key or use the green check mark icon. ✓

Screen: Create Vendor: Correspondence Accounting

Field	**Description/Usage**
Correspondence:	
Acct w/ vendor	Enter MWR/VQ account number with the vendor if available.
Clerk at vendor	Enter the name of accounting point of contact at vendor.
Act. clk tel.no	Enter the contact's telephone number.
Clerk's fax	Enter the contact's fax number.
Clerk's internet	Enter the contact's email address.
Account memo	Enter a memo regarding the vendor's account contact information if desired.



Vendor	INTERNAL	LARA SMITH	OCEANWORLD
Company code	1034	MWR NAS JACKSONVILLE	

Correspondence

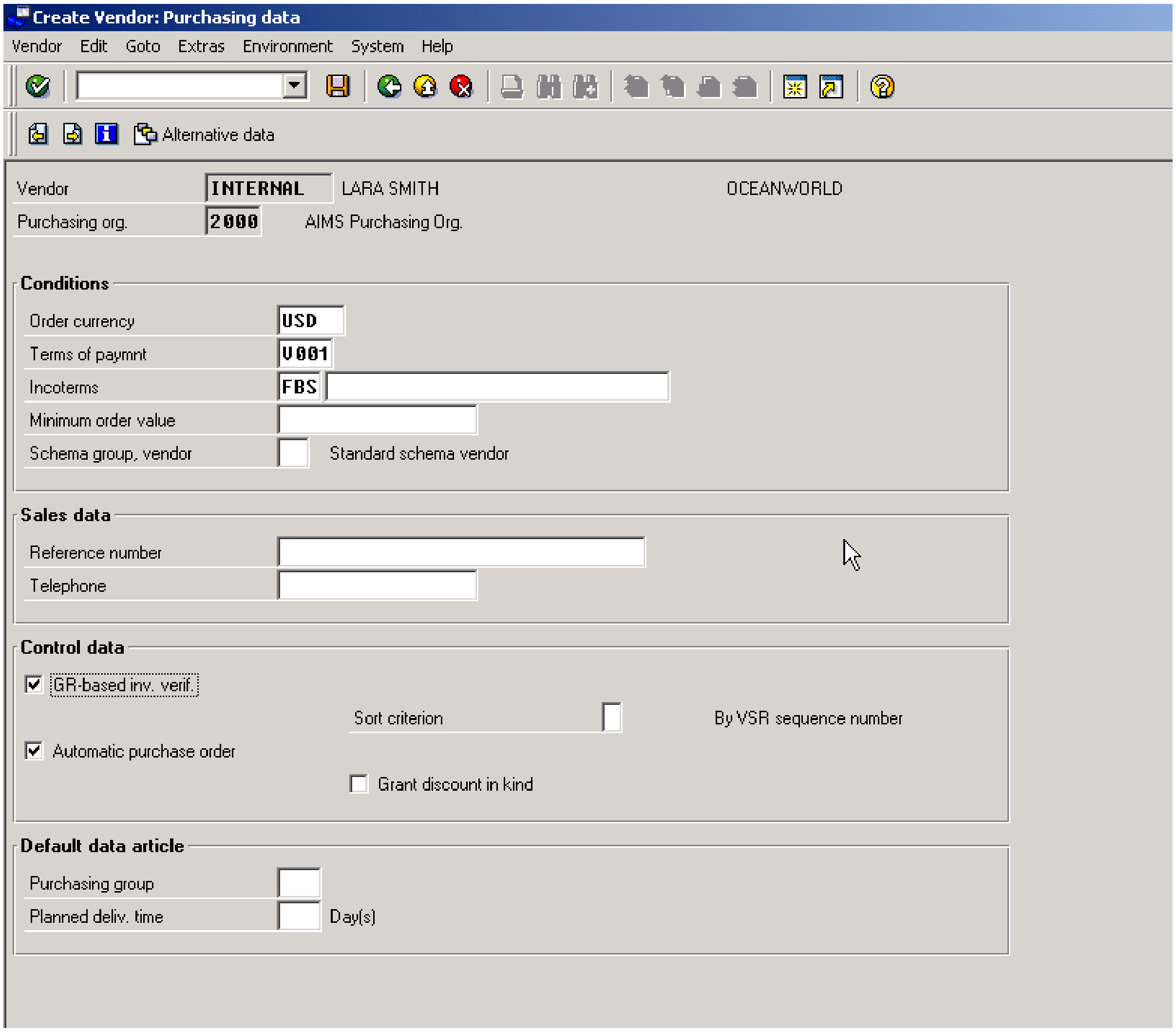
Acct w/ vendor	654654
Clerk at vendor	Becky Smith
Act.clk tel.no.	656-552-5454
Clerk's fax	656-542-5452
Clrk's internet	becky@smith.com
Account memo	

Press the Enter key or use the green check mark icon. ✓

Screen: Create Vendor: Purchasing Data

NOTE: ALWAYS ENTER DATA USING ALL CAPITAL LETTERS!

Field	Description/Usage
Conditions:	
Order currency	Always enter USD for vendors since currently MWR does not procure in currencies other than USD.
Terms of payment	Enter payment terms code in this field. A number of standard payment terms are available using the search help. This term of payment code will default into the purchase order, unlike the code stored in the company code component of the vendor master record. Generally, the two values should always be the same.
Incoterms	Incoterms are delivery terms, such as FOB, that will default into purchase orders created for the vendor. This field is important for Prompt Payment purposes. Use FBD for "free on board - destination (when vendor is responsible for merchandise up to destination). Use FBS for "free on board - shipping point (when vendor is responsible merchandise up to shipping point)
Minimum order value	Leave Blank
Schema group, vendor	Leave Blank
Sales data:	
Reference number	Leave Blank
Telephone	Leave Blank
Control data:	
GR- based inv verif	This checkbox should always to flagged to ensure that SAP performs a three-way matching with the PO, Goods Receipt and Invoice.
Automatic purchase order	This checkbox should always be flagged
Sort criterion	Leave Blank
Grant discount in kind	Leave Blank
Default data article:	
Purchasing group	Leave Blank
Planned deliv. Time	Leave Blank


Create Vendor: Purchasing data
Vendor Edit Goto Extras Environment System Help
Alternative data

Vendor INTERNAL LARA SMITH OCEANWORLD
Purchasing org. 2000 AIMS Purchasing Org.

Conditions

Order currency	USD	
Terms of paymnt	V001	
Incoterms	FBS	
Minimum order value		
Schema group, vendor		Standard schema vendor

Sales data

Reference number
Telephone

Control data

☑ GR-based inv. verif.
Sort criterion ☐ By VSR sequence number
☑ Automatic purchase order
☐ Grant discount in kind

Default data article

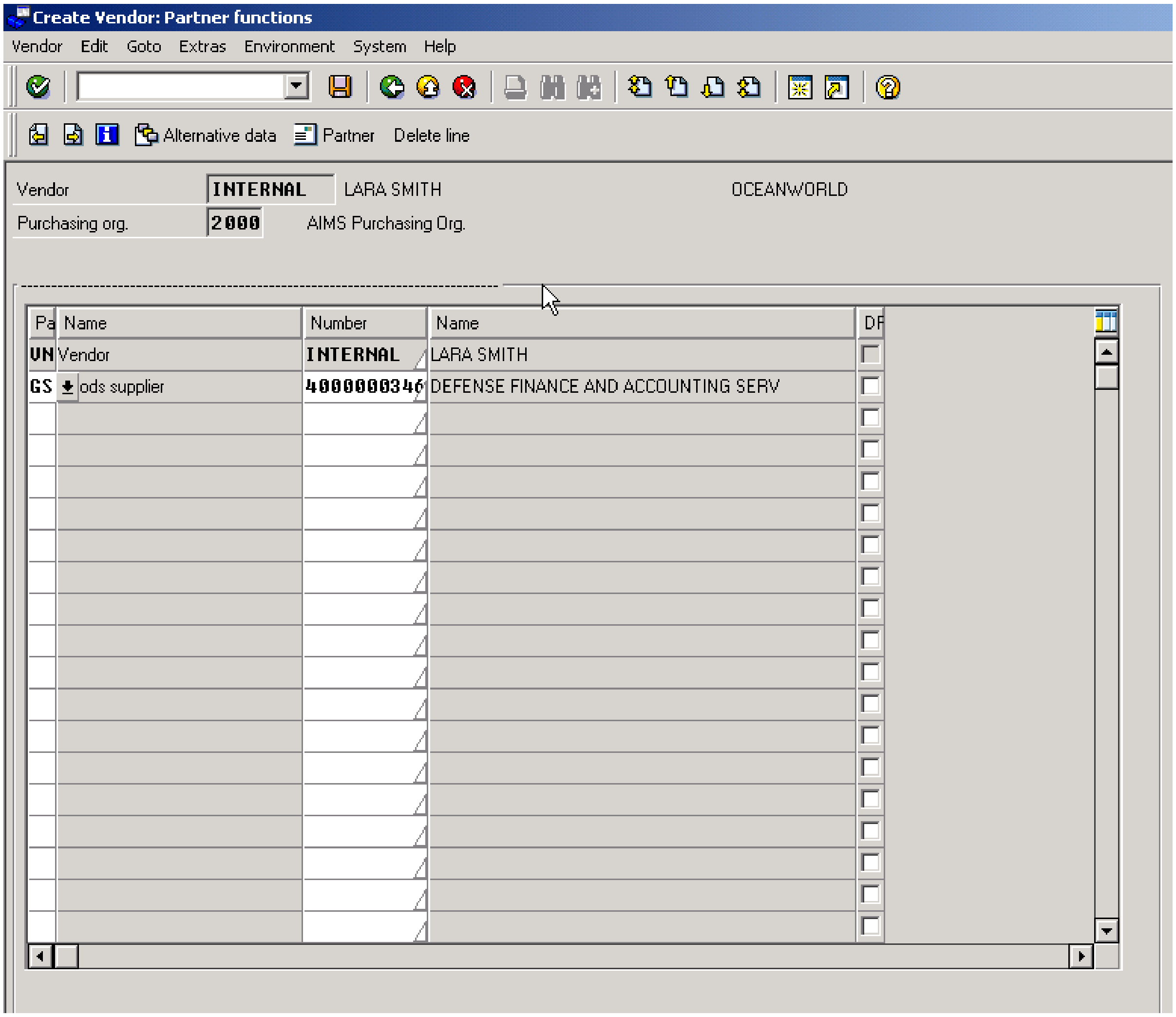
Purchasing group
Planned deliv. time Day(s)

Press the Enter key or use the green check mark icon. ✓

Screen: Create Vendor: Partner Functions

This screen is used to add vendor partners. A vendor Partner is a supplier that may ship or present an invoice, even if an order was not placed through them directly. For example, an order of golf carts was ordered from Honda, but Mercedes ships them to you. Mercedes will be a GS partner under the partner function.

Field	Description/Usage
Partner Functions:	
Partner function	VN will be your default vendor that is being created, should always be left as is, OA is ordering address, IP- invoice presented by, GS-goods supplier, Z1- AIMS purchasing off, Z2- AIMS site requis.
Number	The Vendor Number
DP	Leave this field blank.


Create Vendor: Partner functions
Vendor Edit Goto Extras Environment System Help
Alternative data
Partner
Delete line

Vendor INTERNAL LARA SMITH OCEANWORLD

Purchasing org. 2000 AIMS Purchasing Org.

Pa	Name	Number	Name	DF
UN	Vendor	INTERNAL	LARA SMITH	☐
GS	ods supplier	4000000346	DEFENSE FINANCE AND ACCOUNTING SERV	☐

To save the vendor master records you have just created, click on 💾.

The system will issue the vendor's new account number in a screen message.

Note: We have built "validations" or edits to check your data entry into some of the fields within the Vendor Master. For example, the format of the EFT File Format is CTX, if you mistakenly enter CXT, the system will prompt you that you have made an error. Likewise, if you enter the Withholding Tax code flag for 07 (for 1099 vendors), the system will expect you to enter a SSN number.

☑ Create Vendor Master for Custodians, Employee or Prize/Refundee/FCC Vendors

MWR VQ

Vendor master records for custodians, Family Child Care providers, employees or bingo prize winners, refundee vendors will be created and maintained locally by the MWR or VQ fund.

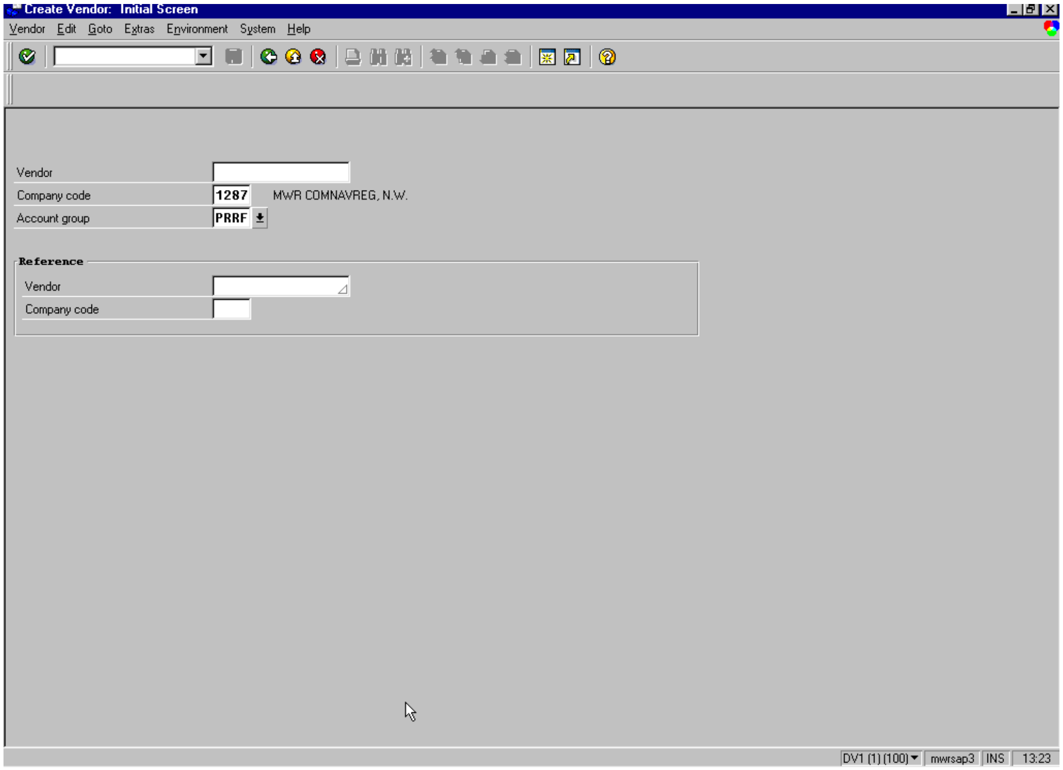
This transaction should only be used for creating Custodians, Employees, or Prize Winners/ Refundees/FCC vendors. This process should **NEVER** be used for Trade Vendors.

Menu Path: ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ACCOUNTS PAYABLE ➔ MASTER RECORDS ➔ CREATE

Transaction code**: FK01**

Screen 1: Create Vendor: Initial Screen

Field	Description/Usage
Vendor	Leave this field blank for account group CUSD and PRRF as the system will automatically assign an account number for the new vendor. For account group, EMPL, the vendor number will be externally assigned. The number will be a ten (10) digit number ALWAYS BEGINNING WITH "2" in the following format: 2 XXXX 0 XXXX CoCode ADP Employee File Number For an employee at Mayport (1019) with a employee file number of 1421 should be encoded as: 2101901421 When the HR module is implemented, the creation of employee vendors will become automated. Employee vendors will be automatically created through a program that accesses HR (human resources) data.
Company code	Enter the company code for the base/fund in which the vendor should be initially created.
Account group	Enter the account group CUSD for Petty Cash; Change Fund and EMPL for Employees or PRRF for Prizewinners / Refundees/Family Child Care Providers.


Vendor
Edit
Goto
Extras
Environment
System
Help
DV1 (1) (100)
mwrsap3
INS
13:23

Create Vendor: Initial Screen

Vendor
Company code 1287 MWR COMNAVREG, N.W.
Account group PRRF

Reference

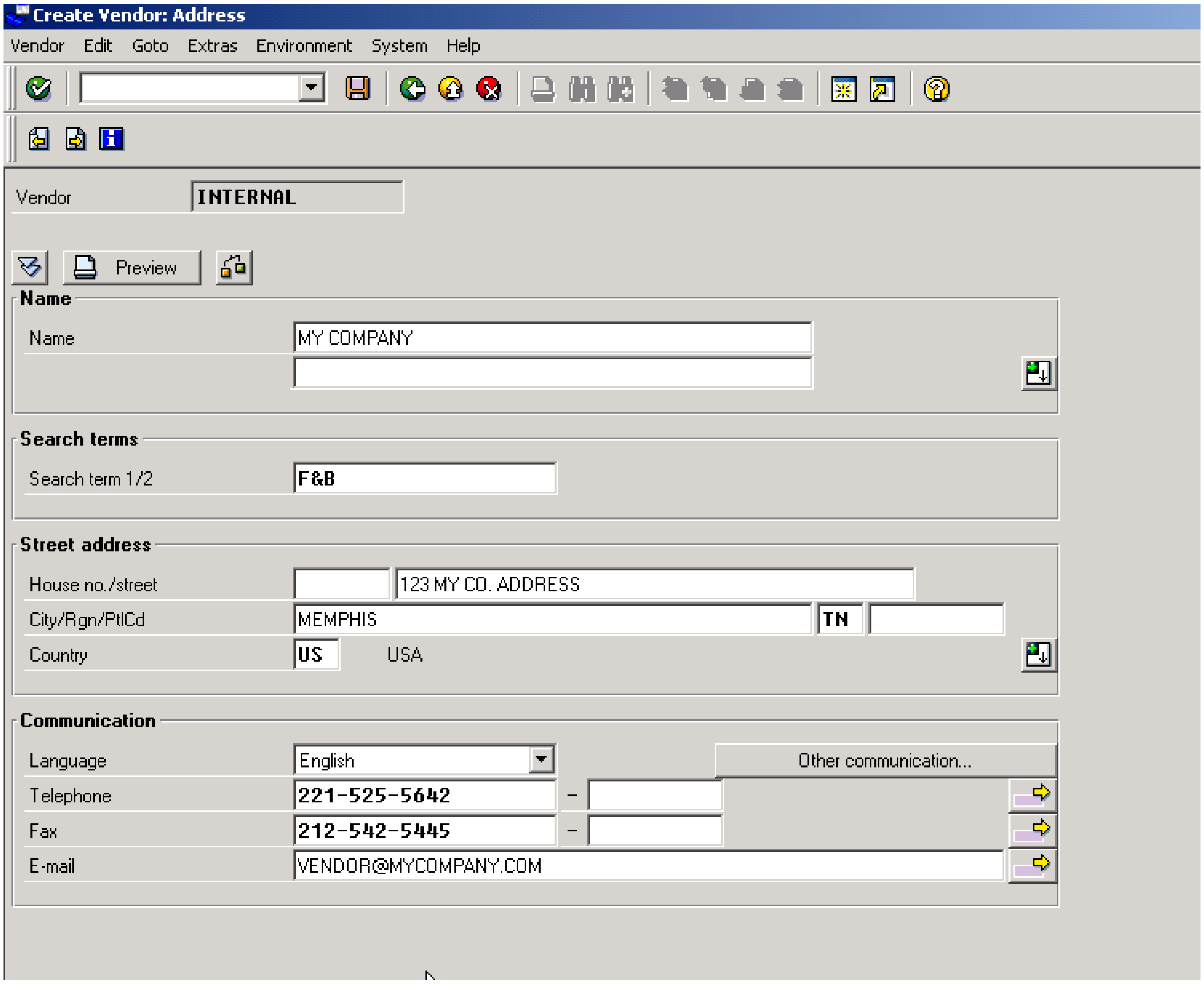
Vendor
Company code

Press the Enter key or use the green check mark icon. ✓

Screen: Create Vendor: Address

NOTE: ALWAYS ENTER DATA USING ALL CAPITAL LETTERS!

Field	Description/Usage
Address:	
Name1	Name of Vendor
Name2	Name of Vendor
Search Terms:	
Search Term	One of the following: Food & Beverage; Recreation Equipment/Resale; Supplies; Contractors; Services; ITT Vendors; Utilities; Periodicals; Employees; Refunds; Petty Cash, FCC, Amenities, etc.
House address:	
Street	Street address of vendor (including Suite and Building number)
House number	Leave blank
Postal Code	Zip Code
City	City
Country	US (USA)
Region	State code
Communication:	
Language	EN (English)
Telephone	Telephone, if any
Fax Number	Fax number, if any
E-mail	Email address, if any


Create Vendor: Address
Vendor Edit Goto Extras Environment System Help
Preview
Name
Search terms
Street address
Communication
Other communication...

Vendor: INTERNAL

Name: MY COMPANY

Search term 1/2: F&B

House no./street: 123 MY CO. ADDRESS

City/Rgn/PtlCd: MEMPHIS TN

Country: US USA

Language: English

Telephone: 221-525-5642

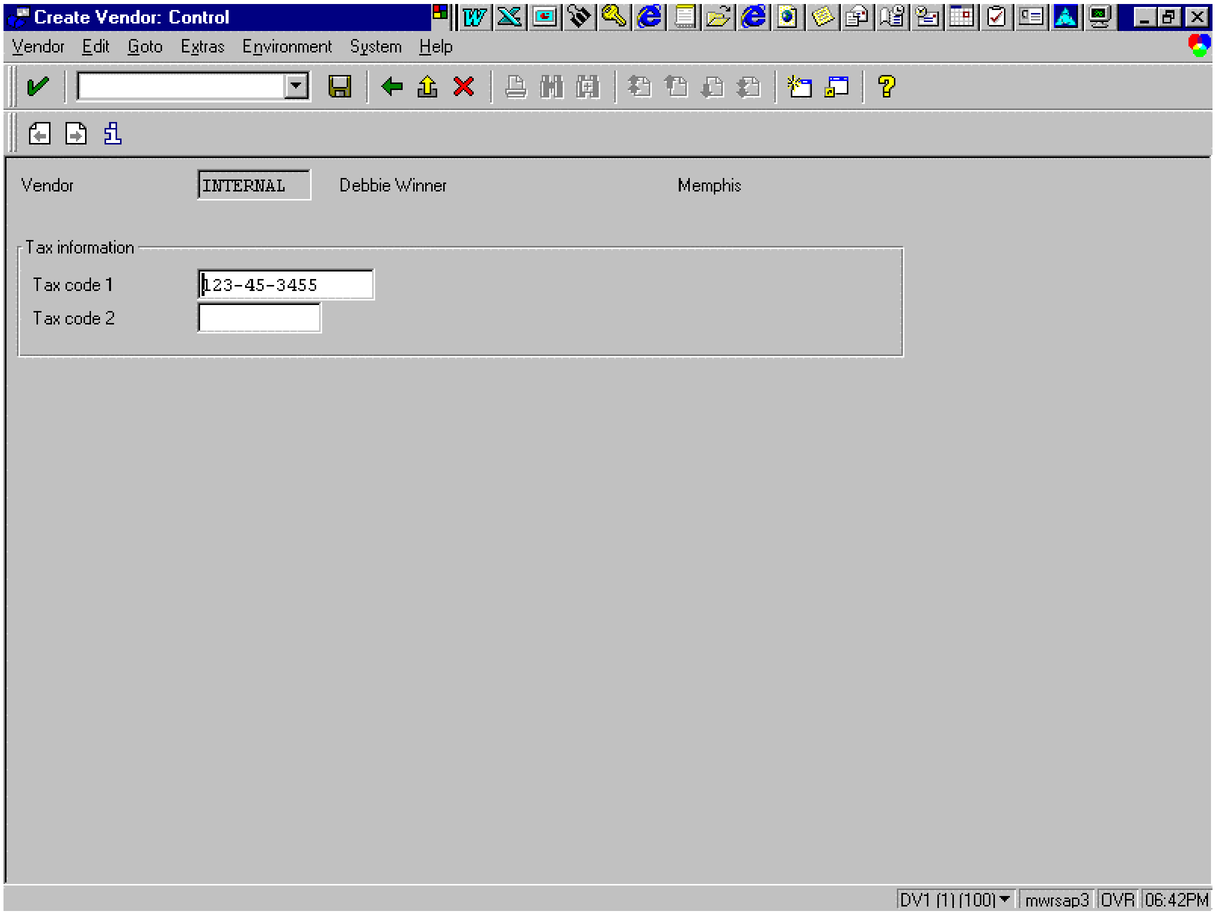
Fax: 212-542-5445

E-mail: VENDOR@MYCOMPANY.COM

Press the Enter key or use the green check mark icon. ✓

Screen: Create Vendor: Control

Field	**Description/Usage**
Account Control:	
Tax Information: Use only one	
Tax code 1	Individual tax code (SSN number) - IMPORTANT FOR BINGO PRIZE WINNERS WHERE ONE BINGO GAME WINNINGS TOTAL OVER $1200.00. ALSO IMPORTANT FOR FAMILY CHILD CARE PROVIDERS WHERE A SUBSIDY OR USDA IS PAID!!


Create Vendor: Control
Vendor Edit Goto Extras Environment System Help
DV1 (1) (100) mwrsap3 OVR 06:42PM

Vendor INTERNAL Debbie Winner Memphis

Tax information

Tax code 1 123-45-3455

Tax code 2

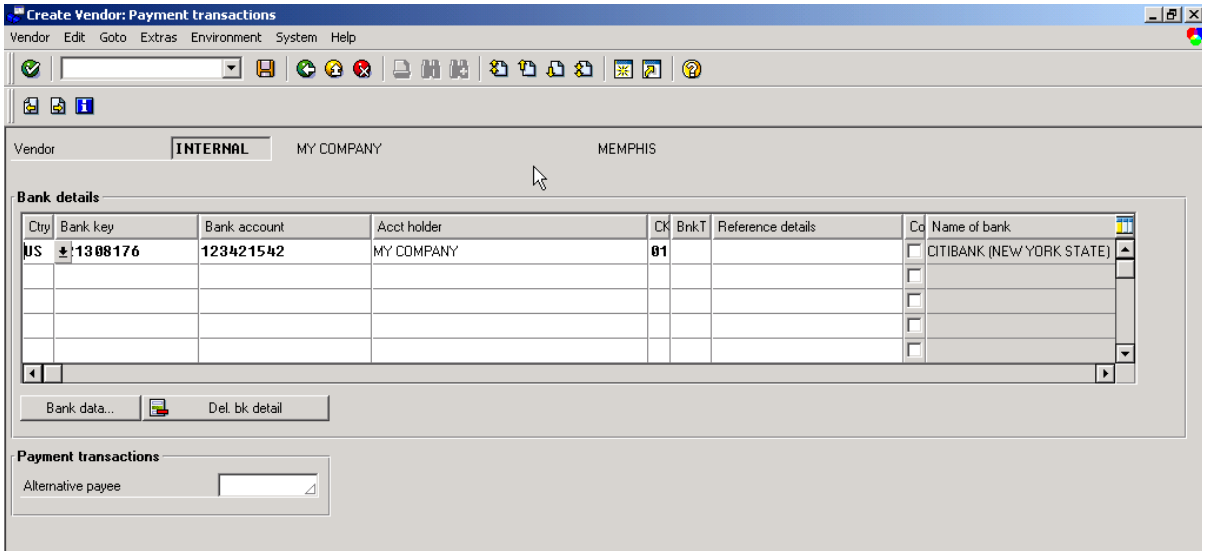
Press the Enter key or use the green check mark icon.

NOTE: EFT information should only be inserted for employees (Account Group EMPL) for payroll and travel purposes. Custodians, prize winners, refundees, unit fund, etc., should be "check" vendors.

Warning: Data accuracy for the next section of information is very important. The automatic payment program to create EFT data files (for transmission to NationsBank will use these details). Enter all information exactly as described below. If the EFT data file does function properly for a particular vendor, always check that the master data stored in this section is accurate, this is the most likely cause of EFT data file failures. Note that the fields marked, as mandatory below are not actually mandatory in the system and it will not be enforced by the system. In fact, all bank details fields are optional (to allow vendors without EFT capability to be created). However, if utilizing EFT (for employee vendor type) you MUST complete all fields identified as required for the EFT payment program to work properly.

Screen: Create Vendor: Payment Transactions

Field	Description/Usage
Bank details:	
Ctry	US – Country of origin
Bank key	Enter the routing number for the bank account. This routing number must be ACH compatible. The system will validate the bank key enter against a table of valid values. If the bank key is not valid confirm with the vendor. If the bank key is correct, but does not appear in the check table, create the bank using the procedure described in another document. REQUIRED.
Bank account	Bank account number. REQUIRED
Account holder	Vendor's account name REQUIRED
CK	01- Check account; 02 – Savings account (important for EFT) REQUIRED
BnkT	Leave this field blank at all times.
Reference details	Enter **CTX** in this field. This specification will ensure that the CTX detail line item format will be used when the automatic payment program creates the EFT data file in ACH format. REQUIRED
CollectAut.	Leave blank, as this field is for authorization direct debits from a vendor or customer's bank account. This functionality is not used by MWR currently.
Name of bank	System will default the bank name in this field.
Payment transactions:	
Alternative payee	Leave this field blank, as the alternative payee functionality is not currently used by MWR.


Create Vendor: Payment transactions
Vendor Edit Goto Extras Environment System Help
Bank data...
Del. bk detail
Payment transactions
Alternative payee

Vendor INTERNAL MY COMPANY MEMPHIS

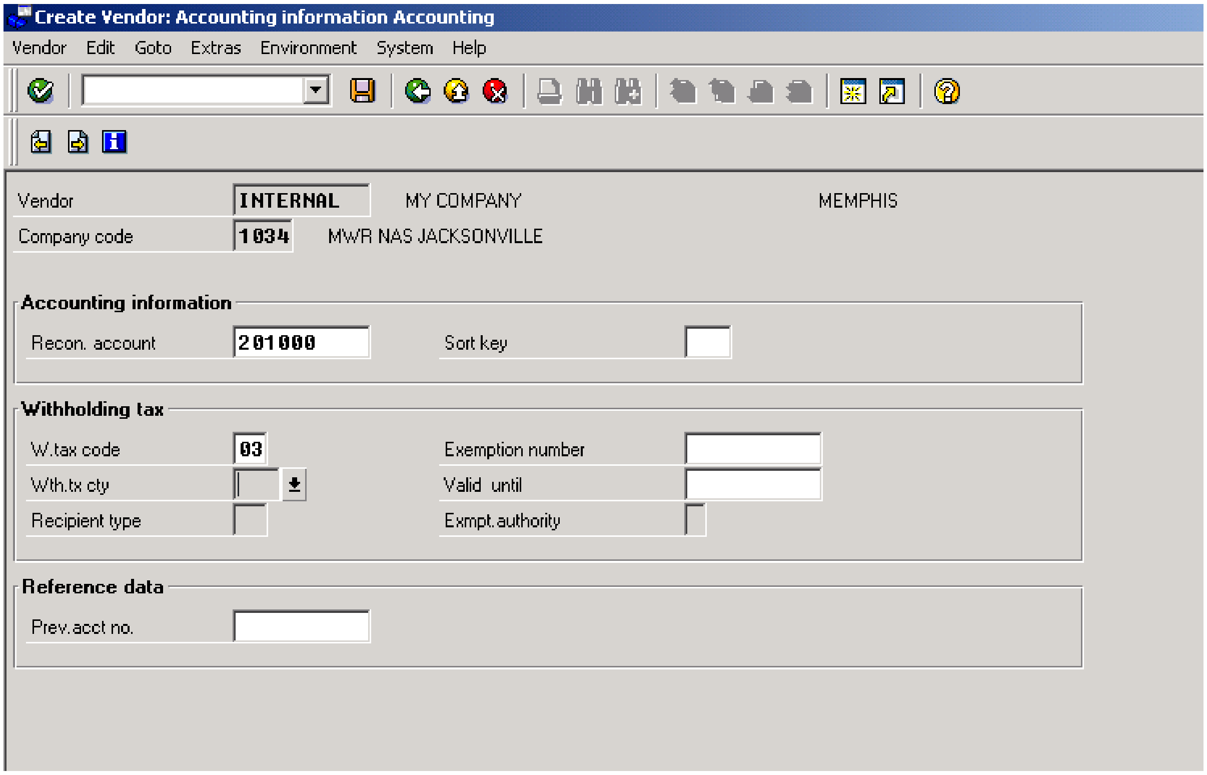
Bank details

Ctry	Bank key	Bank account	Acct holder	CK	BnkT	Reference details	Co	Name of bank
US	1308176	123421542	MY COMPANY	01			☐	CITIBANK (NEW YORK STATE)

Press the Enter key or use the green check mark icon. ✓

Screen: Create Vendor: Accounting Information Accounting

Field	Description/Usage
Accounting Information:	
Reconciliation Account	The reconciliation account is the G/L account to which the postings in the vendor sub-ledger are "posted". The valid reconciliation accounts for custodians, unit funds, employee and prize winners/refundee vendors is 201000 Payables
Sort Key	Leave this field blank.
Withholding tax: NOTE: IF accounting group is CUST this section will not appear.	
W. tax code	Enter the withholding tax code for those vendors that are subject to 1099 reporting. The tax codes that appear in the search help list represent 1099 reporting categories. 03 Prizes, awards (used for Bingo) 07 Non-employee compensation
Exemption no.	If the vendor is normally subject to 1099 reporting, but has an exemption certificate, enter the certificate number in this field.
Valid until	Enter the exemption certificate expiry date.
Reference data:	
Prev. acct no.	Enter the vendor's account number from the legacy system. MWR has decided not to complete this field during the initial data conversion.



Create Vendor: Accounting information Accounting

Vendor INTERNAL MY COMPANY MEMPHIS
Company code 1034 MWR NAS JACKSONVILLE

Accounting information

Recon. account 201000
Sort key

Withholding tax

W.tax code 03
Wth.tx cty
Recipient type
Exemption number
Valid until
Exmpt.authority

Reference data

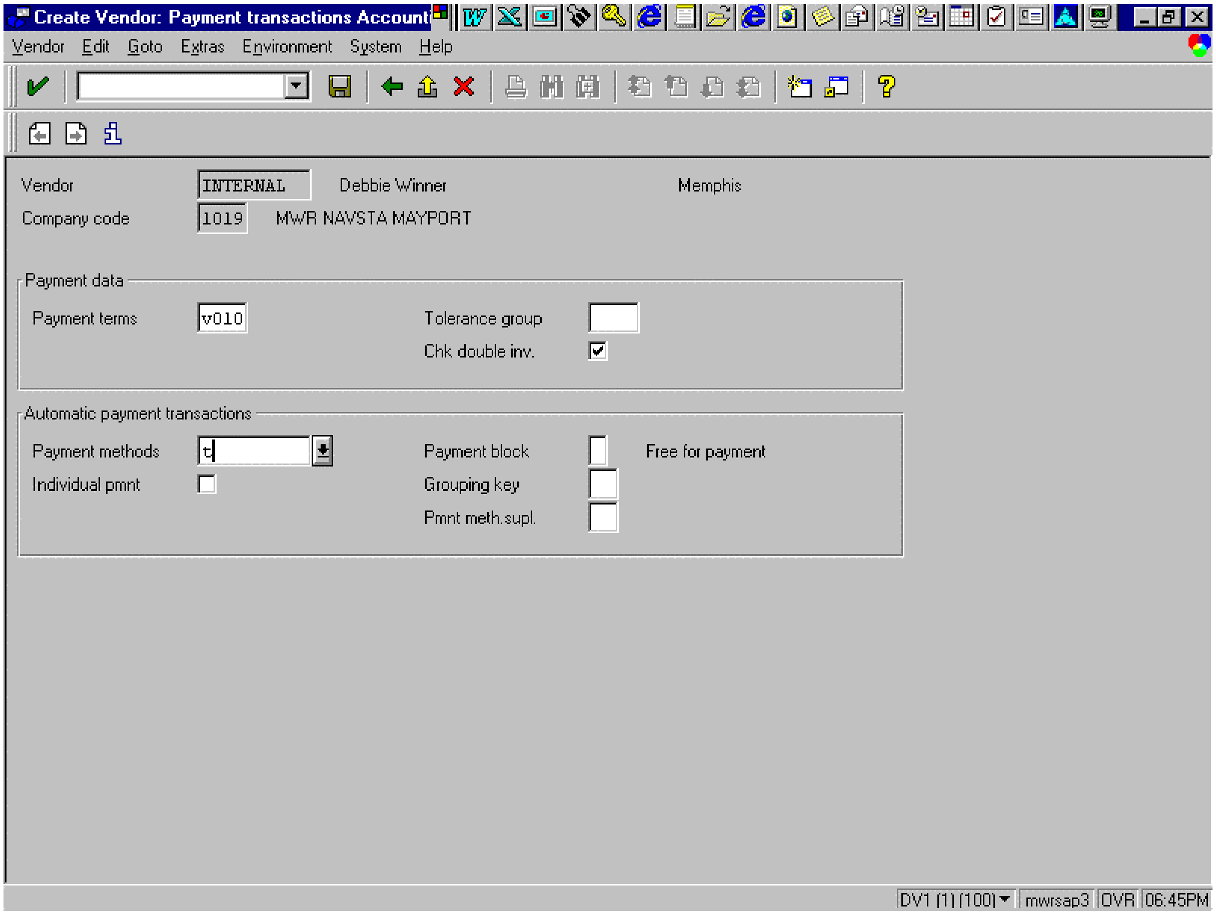
Prev.acct no.

Press the Enter key or use the green check mark icon. ✓

Screen: Create Vendor: Payment Transactions Accounting

Field	**Description/Usage**
Payment data:	
Payment Terms	Enter payment terms code in this field. A number of standard payment terms are available using the search help.
Tolerance Group	Leave this field blank, as MWR is currently not assigning tolerance groups to vendors.
Chk double inv	Always flag this checkbox, as this will activate duplicate invoice checking during invoice entry. The system will determine whether a duplicate invoice exists by checking the reference document number (vendor's invoice number) against existing values for that vendor.
Automatic payment transactions:	
Payment methods	If bank details for the vendor have been maintained (i.e. the vendor has provided EFT details), enter payment method T (EFT) in this field. If the vendor is still to be paid by check, enter payment method C (Check).
Individual pmnt	Leave blank
Payment block	Leave blank

House Bank	Leave blank
Grouping key	Leave blank
Pmnt meth supl	If the payment advices (check or EFT remittance advice) is to be sent by regular post or fax, leave the field blank.


Create Vendor: Payment transactions Accounti
Vendor
Edit
Goto
Extras
Environment
System
Help

Vendor INTERNAL Debbie Winner Memphis
Company code 1019 MWR NAVSTA MAYPORT

Payment data
Payment terms v010
Tolerance group
Chk double inv. ☑

Automatic payment transactions
Payment methods t
Payment block ☐ Free for payment
Individual pmnt ☐
Grouping key
Pmnt meth.supl.

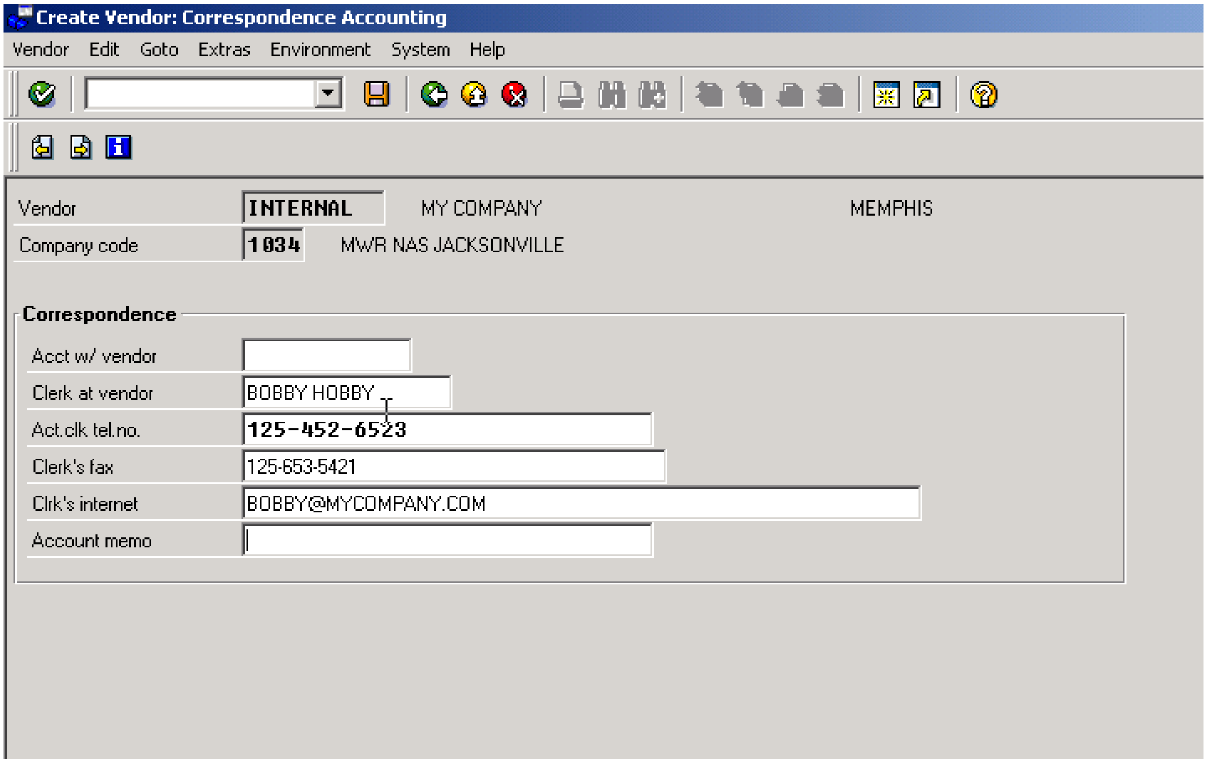
DV1 (1) (100) mwrsap3 OVR 06:45PM

Press the Enter key or use the green check mark icon. ✓

Screen: Create Vendor: Correspondence Accounting

Field	**Description/Usage**
Correspondence:	
Acct w/ vendor	Enter MWR's account number with the vendor if available.
Clerk at vendor	Enter the name of accounting point of contact at vendor.

Act.clerk's tel. no.	Enter the contact's telephone number
Clerk's fax	Enter the contact's fax number.
Clerk's internet	Enter the contact's email address.
Account memo	Enter a memo regarding the vendor's account contact information if desired.


Create Vendor: Correspondence Accounting
Vendor Edit Goto Extras Environment System Help

Vendor INTERNAL MY COMPANY MEMPHIS
Company code 1034 MWR NAS JACKSONVILLE

Correspondence
Acct w/ vendor
Clerk at vendor BOBBY HOBBY
Act.clk tel.no. 125-452-6523
Clerk's fax 125-653-5421
Clrk's internet BOBBY@MYCOMPANY.COM
Account memo

To save the vendor master records you have just created, click on 💾.

The system will issue the vendor's new account number in a screen message.

☑

Change the Vendor Master

This procedure enables values of certain fields to be changed on vendor master.

HQ

NOTE: At this time, the ability to change trade vendor master data can only be performed at HQ level. The account group and reconciliation account can never be changed. To transfer a vendor sub-ledger balance to another reconciliation account, a new vendor must be created (using the appropriate reconciliation account) and the line items transferred using the procedure for a transfer posting with clearing. Certain sensitive fields, such as SSN and Tax ID (Tax Codes 1 and 2), have been assigned to special field groups. The user must have these field groups in their user profile in order to change the values in the master record fields assigned to the field group. The process of transferring a vendor sub-ledger to another reconciliation account is authorized at HQ level only.

MWR

Custodian/Employee/Prize Winner Vendors (Field)

Menu Path: LOGISTICS > RETAILING > MASTER DATA > EDIT CUSTOMERS > BUSINESS PARTNER > CARRIER > CHANGE

Transaction code: **FK02**

HQ

Trade Vendors (HQ Usage Only)

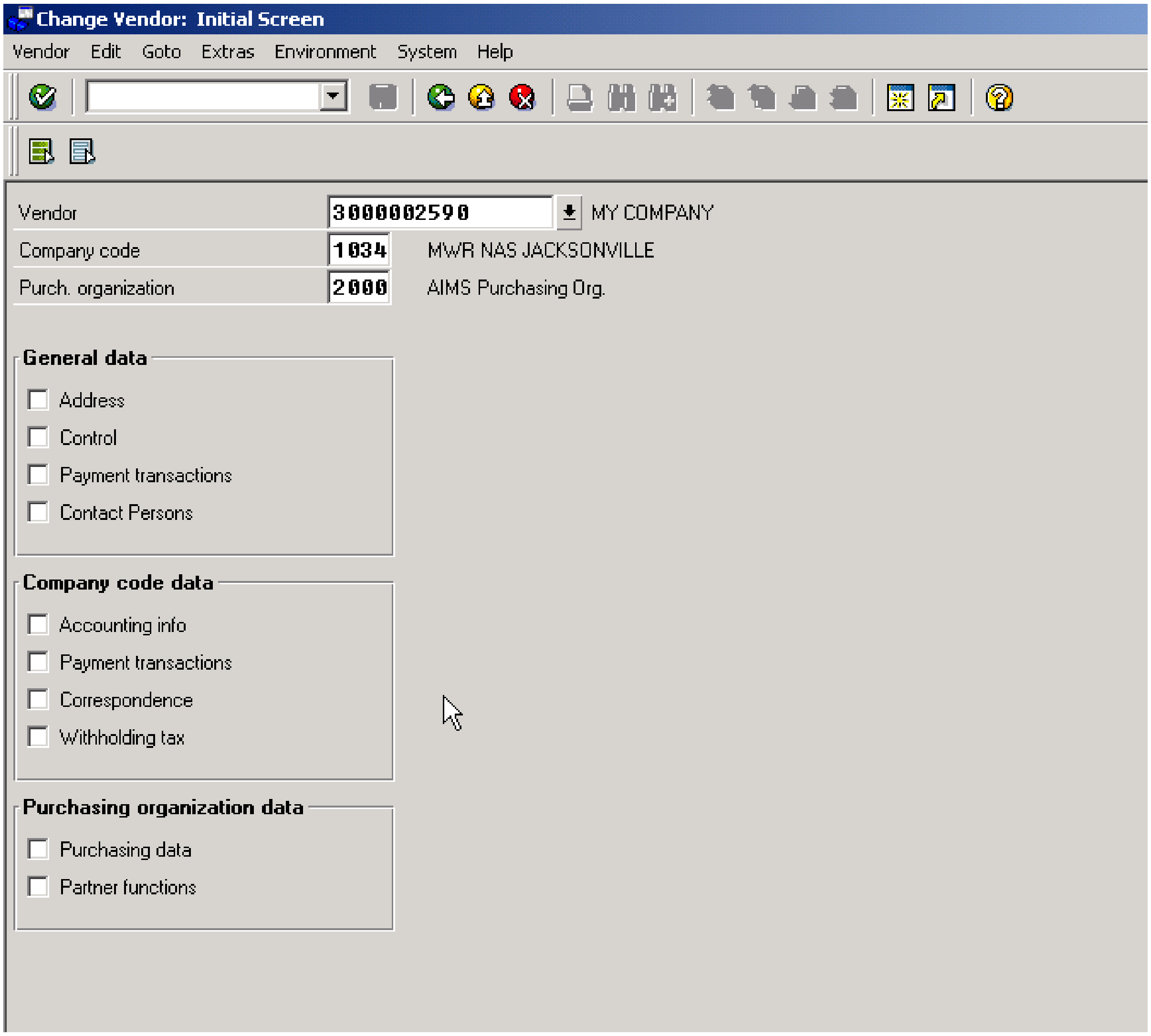
Menu Path: LOGISTICS > RETAILING > MASTER DATA > VENDOR DATA > EDIT VENDORS > VENDOR > CHANGE > CENTRAL

Transaction code: **XK02**

Screen: Change Vendor: Initial Screen

Field	Description/Usage
Vendor Number	Enter the vendor account number to be blocked or unblocked for posting.
Company Code	Enter the company code for the base/fund in which the vendor is to be blocked or unblocked for posting.

Purchasing Organization	There is only one purchasing organization for MWR currently. Enter purchasing organization 2000. This field only appears when maintaining vendors using Transaction XK02.
Master Record Component Checkboxes	Select data to be changed by flagging the desired checkboxes or select all of the checkboxes.



Vendor 3000002590 MY COMPANY
Company code 1034 MWR NAS JACKSONVILLE
Purch. organization 2000 AIMS Purchasing Org.

General data
- ☐ Address
- ☐ Control
- ☐ Payment transactions
- ☐ Contact Persons

Company code data
- ☐ Accounting info
- ☐ Payment transactions
- ☐ Correspondence
- ☐ Withholding tax

Purchasing organization data
- ☐ Purchasing data
- ☐ Partner functions

Press the Enter key or use the green check mark icon. ✓

Screen: Change Vendor:

Make the required changes by over-typing the existing information or adding new details.

To save the changes click on the Save icon 💾.

Display Vendor Master

This procedure is used to display a vendor master record. Certain sensitive fields, such as SSN and Tax ID (Tax Codes 1 and 2), have been assigned to special field groups. The user must have these field groups in their user profile in order to display the fields assigned to the field group.

NOTE: Please keep in mind that social security and tax identification information, as well as bank account data is sensitive information. Treat this information with care and be sure access to such information is limited.

Custodian/Employee/Prize Winner Vendors

Menu Path: LOGISTICS > RETAILING > MASTER DATA > EDIT CUSTOMERS > BUSINESS PARTNER > CARRIER > DISPLAY

Transaction code: **FK03**

Trade Vendors

Menu Path: LOGISTICS > RETAILING > MASTER DATA > VENDOR DATA > EDIT VENDORS > VENDOR > DISPLAY > CENTRAL

Transaction code: **XK03**

Screen: Display Vendor: Initial Screen

Field	Description/Usage
Vendor Number	Enter the vendor account number to be blocked or unblocked for posting.
Company Code	Enter the company code for the base/fund in which the vendor is to be blocked or unblocked for posting.
Purchasing Organization	There is only one purchasing organization for MWR currently. Enter purchasing organization 2000. This field only appears when maintaining vendors using Transaction XK03.
Master Record Component Checkboxes	Select data to be displayed by flagging the desired checkboxes or select all of the checkboxes.

Press the Enter key or use the green check mark icon. ✓

Screen: Display Vendor:

View existing vendor information.

To exit, click on .

☑ Display changes made on vendor master

This procedure is used to display changes made to fields on the vendor master. The system logs all changes to master records, including what was changed (i.e. old and new values); user changes; and dates and time the change was made. This provides a complete audit trail.

MWR Custodian/Employee/Prize Winner Vendors

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > MASTER RECORDS > DISPLAY CHANGES

Transaction: **FK04**

HQ Trade Vendors

Menu Path: LOGISTICS > RETAILING > MASTER DATA > VENDOR DATA> EDIT VENDORS > VENDOR > CHANGES

Transaction: **XK04**

The change record for the vendor master record is displayed.

To exit, click on .

Block/unblock Vendors

This system task is used to block or unblock vendors for posting. Blocking a vendor refers to the process where a restriction can be placed on the vendor to prohibit payment from being generated (no matter the due date requirements). This process can be used in cases where there may be a dispute or disagreement with a vendor or in cases where follow-up is required on the open item and payment should NOT be made until the investigation is complete.

MWR

Custodian/Employee/Prize Winner Vendors

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > MASTER RECORDS > BLOCK/UNBLOCK

Transaction: **FK05**

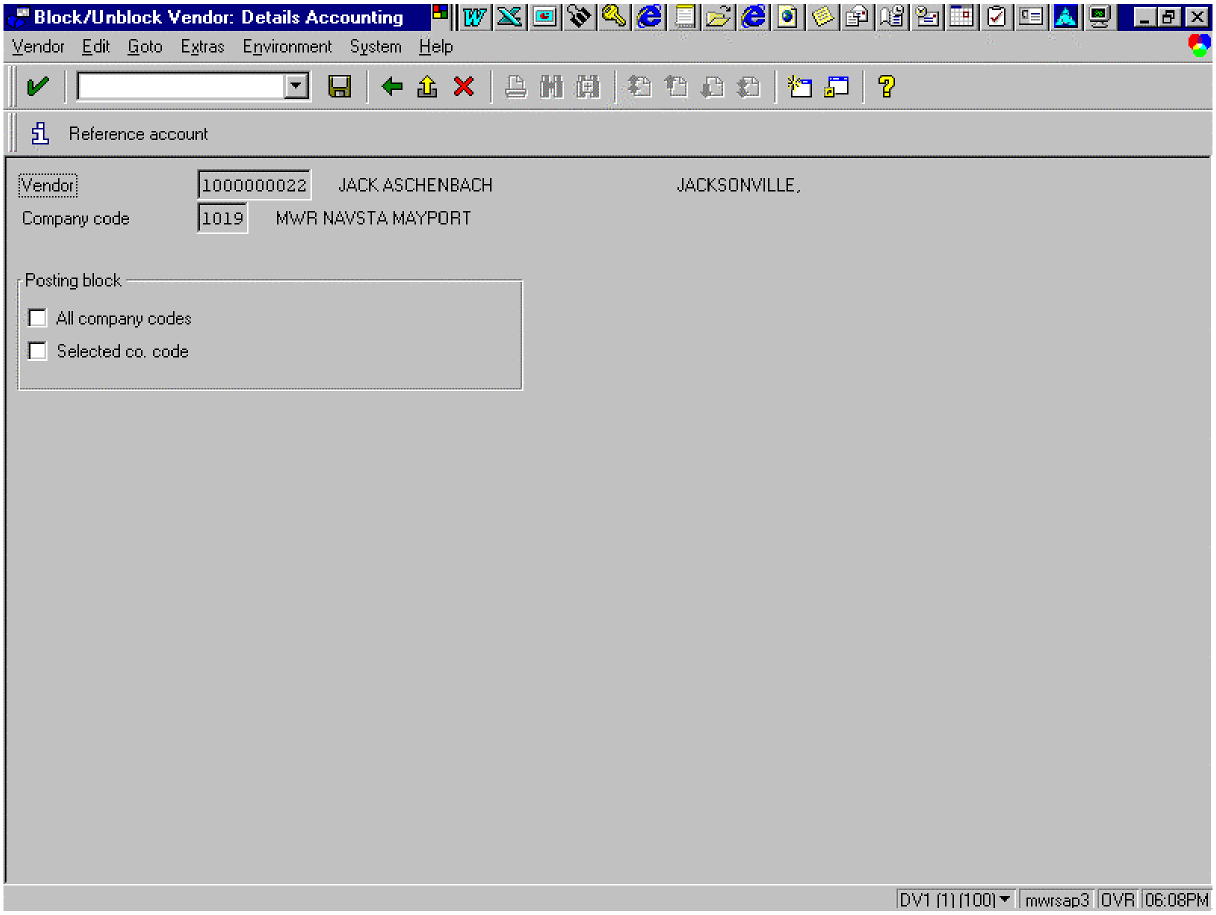
Screen: Block/unblock vendor: initial screen

Field	Description/Usage
Vendor Number	Enter the vendor account number to be blocked or unblocked for posting.
Company Code	Enter the company code for the base/fund in which the vendor is to be blocked or unblocked for posting.

Press the Enter key or use the green check mark icon. ✓

Screen: Block/unblock vendor: details Accounting

Field	Description/Usage
Posting block: All company codes	Flag this indicator to block postings to this vendor in all company codes (bases/funds). MWR HQ staff should only flag this checkbox.
Posting block: Specified co. code	Flag this indicator to block postings to this vendor in the company code specified on the previous screen. **MWR FIELD USERS CAN ONLY BLOCK VENDORS IN THEIR OWN COMPANY CODE!!!**


Block/Unblock Vendor: Details Accounting
Vendor
Edit
Goto
Extras
Environment
System
Help
Reference account

Vendor 1000000022 JACK ASCHENBACH JACKSONVILLE,
Company code 1019 MWR NAVSTA MAYPORT

Posting block
☐ All company codes
☐ Selected co. code

DV1 (1) (100) mwrsap3 OVR 06:08PM

HQ

Trade Vendors (HQ ONLY)

Menu Path: LOGISTICS > RETAILING > MASTER DATA > VENDOR DATA > EDIT VENDORS > VENDOR > BLOCK

Transaction code: **XK05**

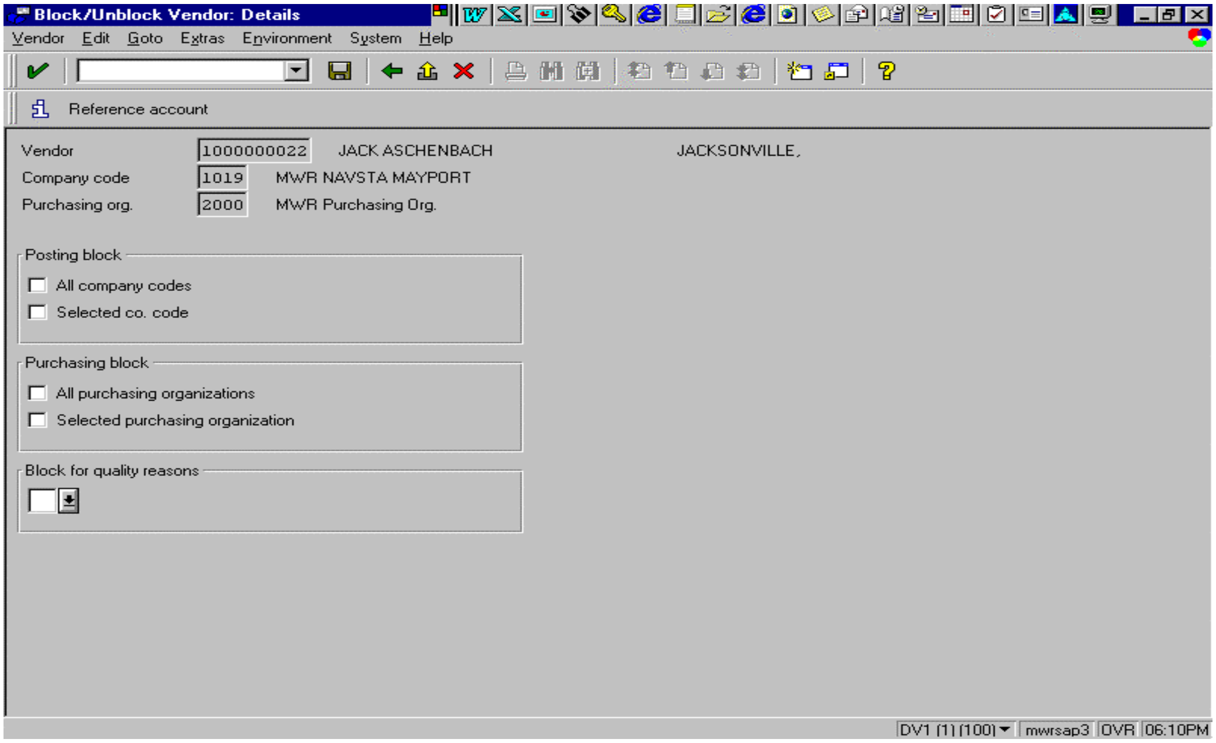
Screen: Block/unblock vendor: initial screen

Field	Description/Usage
Vendor Number	Enter the vendor account number to be blocked or unblocked for posting.
Company Code	Enter the company code for the base/fund in which the vendor is to be blocked or unblocked for posting.
Purchasing Organization	There is currently only one purchasing organization for MWR. Enter purchasing organization 2000. This field only appears when maintaining vendors using Transaction XK05.

Press the Enter key or use the green check mark icon. ✓

Screen: Block/unblock vendor: details

Field	Description/Usage
Posting block: All company codes	Flag this indicator to block postings to this vendor in all company codes (bases/funds). MWR HQ staff should only flag this checkbox.
Posting block: Specified co. code	Flag this indicator to block postings to this vendor in the company code specified on the previous screen.
Block for Quality Reasons	Leave this field blank, as MWR is currently not using SAP's Quality Management module.


Block/Unblock Vendor: Details
Vendor Edit Goto Extras Environment System Help
Reference account

Vendor 1000000022 JACK ASCHENBACH JACKSONVILLE,
Company code 1019 MWR NAVSTA MAYPORT
Purchasing org. 2000 MWR Purchasing Org.

Posting block
☐ All company codes
☐ Selected co. code

Purchasing block
☐ All purchasing organizations
☐ Selected purchasing organization

Block for quality reasons

DV1 (1) (100) mwrsap3 OVR 06:10PM

Mark Vendor for Deletion

Prior to deleting a vendor, ensure that there are no open transactions on the account. A vendor to be marked for deletion should have previously been blocked for posting, in order to prevent new open items being posted to the vendor sub-ledger. This procedure only marks the vendor master record for deletion; it does not actually delete the record from the database. The archiving process will search for all vendors marked for deletion and purge them from the database (after making the suitable archive file). The archive process will not purge any vendor master record that contains open items against it.

Custodian/Employee/Prize Winner Vendors

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > MASTER RECORDS > MARK FOR DELETION

Transaction code: **FK06**

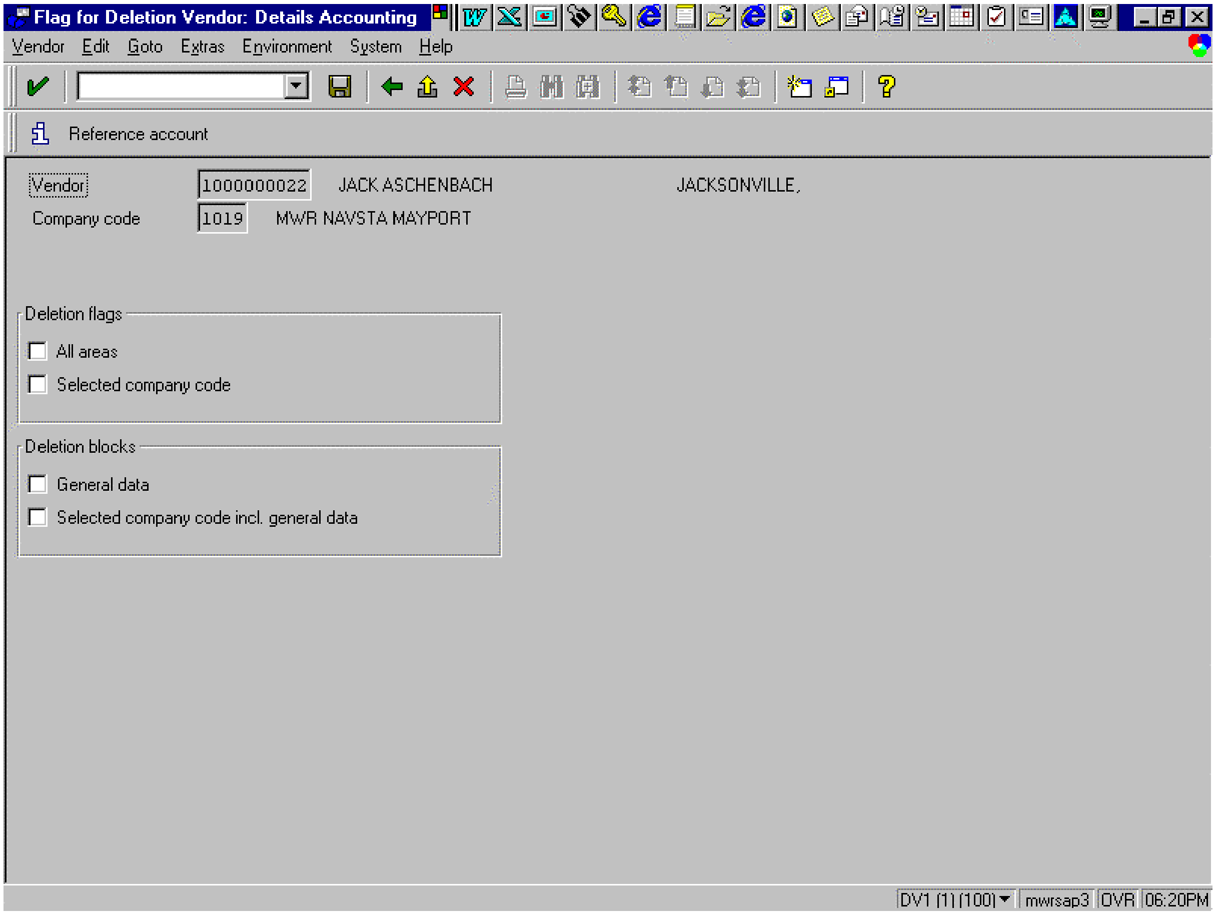
Screen: Mark for deletion vendor: initial screen

Field	**Description/Usage**
Vendor Number	Enter the vendor account number to be blocked or unblocked for posting.
Company Code	Enter the company code for the base/fund in which the vendor is to be blocked or unblocked for posting.

Press the Enter key or use the green check mark icon. ✓

Screen: Mark for deletion vendor: details

Field	**Description/Usage**
Deletion flags:	
All Areas	Flag this indicator to mark this vendor for deletion in all company codes (bases/funds). MWR HQ staff should only flag this checkbox.
Selected Company Codes	Flag this indicator to mark this vendor for deletion in the company code specified on the previous screen. **MWR FIELD USERS CAN ONLY MARK FOR DELETION VENDORS WITHIN THEIR OWN COMPANY CODE!!**
Deletion blocks:	
General data	Leave blank
Selected company code incl. General data	Leave blank


Flag for Deletion Vendor: Details Accounting
Vendor
Edit
Goto
Extras
Environment
System
Help
Reference account
DV1 (1) (100)
mwrsap3
OVR
06:20PM

Vendor 1000000022 JACK ASCHENBACH JACKSONVILLE,

Company code 1019 MWR NAVSTA MAYPORT

Deletion flags

☐ All areas

☐ Selected company code

Deletion blocks

☐ General data

☐ Selected company code incl. general data

Trade Vendors

Menu Path: LOGISTICS > RETAILING > MASTER DATA > VENDOR DATA> EDIT VENDORS> VENDOR > FLAG FOR DELETION

Transaction code: **XK06**

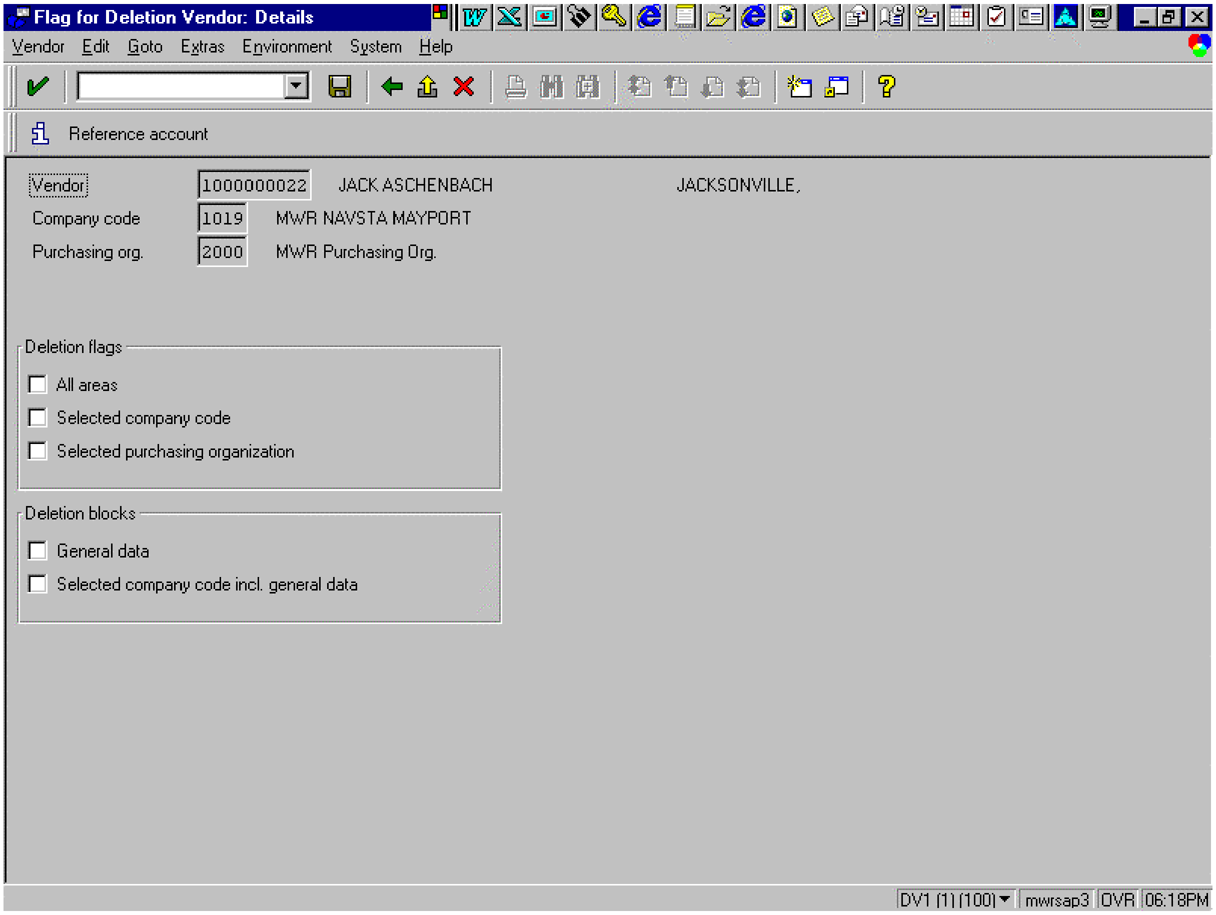
Screen: Mark for deletion vendor: initial screen

Field	Description/Usage
Vendor Number	Enter the vendor account number to be blocked or unblocked for posting.
Company Code	Enter the company code for the base/fund in which the vendor is to be blocked or unblocked for posting.
Purchasing Organization	There is only one purchasing organization for MWR currently. Enter purchasing organization 2000. This field only appears when maintaining vendors using Transaction XK06.

Press the Enter key or use the green check mark icon. ✓

Screen: Mark for deletion vendor: details

Field	Description/Usage
Deletion flags:	
All areas	Flag this indicator to mark this vendor for deletion in all company codes (bases/funds). MWR HQ staff should only flag this checkbox.
Selected company code	Flag this indicator to mark this vendor for deletion in the company code specified on the previous screen.
Selected purchasing organization	Leave blank
Deletion blocks:	
General data	Leave blank
Selected company code incl. General data	Leave blank


Flag for Deletion Vendor: Details
Vendor Edit Goto Extras Environment System Help
Reference account
DV1 (1) (100)
mwrsap3
OVR
06:18PM

Vendor 1000000022 JACK ASCHENBACH JACKSONVILLE,
Company code 1019 MWR NAVSTA MAYPORT
Purchasing org. 2000 MWR Purchasing Org.

Deletion flags
☐ All areas
☐ Selected company code
☐ Selected purchasing organization

Deletion blocks
☐ General data
☐ Selected company code incl. general data

Reports

Program	Report Name	Menu Path
RFKKVZ00	Vendor List	Account Payable > Adequacy and Documentation > Master Data > Directory
RFKABL00	Display of Vendor Changes	Account Payable > Adequacy and Documentation > Master Data > Changes

Number Ranges

Account Group	Description	Number Range for Account Numbers
CUSD	Petty Cash/Change/Unit Custodians	1000000000 to 1099999999
EMPL	Employee Vendors	2000000000 to 2099999999
PRRF	Prize Winners/Refundees	3000000000 to 3099999999
TRAD	Trade Vendors	4000000000 to 4099999999

Vendor Inquiry and Vendor Line Items Maintenance Transactions

The vendor balances inquiry system task is used to display and analyze the postings that have been recorded to a particular vendor account subtotaled by period.

The vendor line items system task is used to display and analyze the postings that have been recorded for a particular vendor in any given period.

The change vendor line items system task is used to change the postings for a particular vendor in any given period.

The clear vendor line items system task is used to clear the postings of a particular vendor. (e.g. to clear the vendor invoices against the credit memos).

The reset vendor line items system task is used to reverse clearing document e.g. reversal of payment document posted from manual payment.

The above tasks are outlined below:

Perform Vendor Balances Inquiry

Use this system task to display and analyze the postings that have been recorded to a particular vendor account in any given period.

This system task allows the user to perform the following activities:

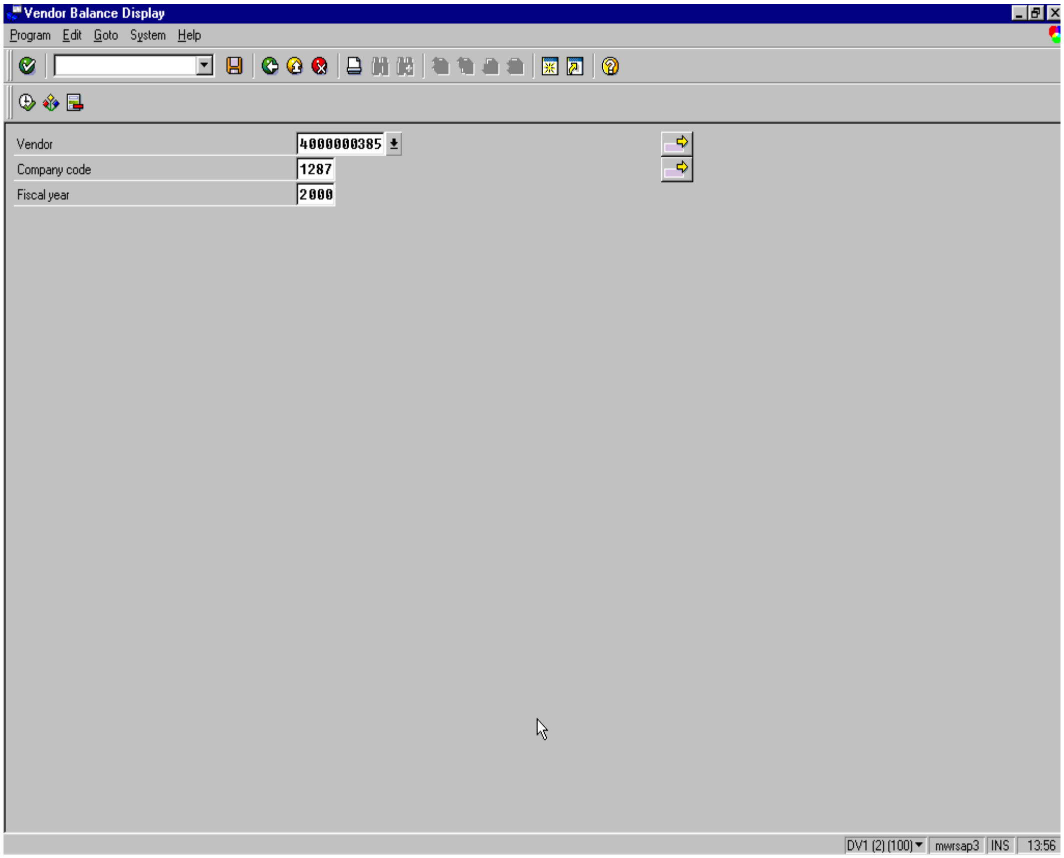
- analyze a Vendor account's opening/closing balance
- analyze, at the debit/credit level, all transactions pertaining to that Vendor account for any given posting period.
- analyze the Vendor account balance for any given posting period

Menu Path: ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE → ACCOUNT → DISPLAY BALANCES

Transaction code: **FK10N**

Screen: Initial Screen Balances Display

Use this screen to specify the Vendor account to be displayed.


Vendor Balance Display
Program Edit Goto System Help
DV1 (2) (100)
mwrsap3
INS
13:56

Vendor 4000000385
Company code 1287
Fiscal year 2000

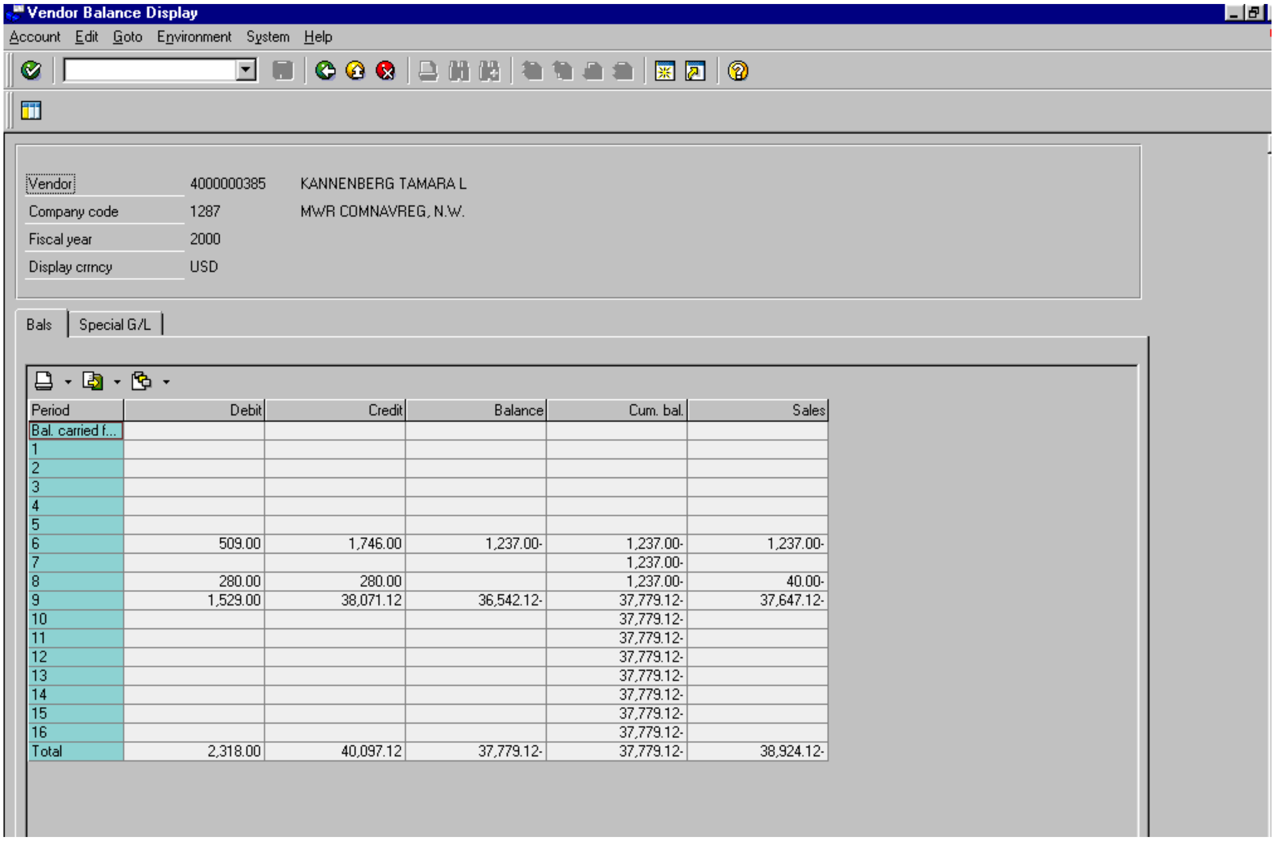
Field	Description/Usage
Vendor	Enter the vendor number to view.
Company code	Enter the company code for the base/fund for which the vendor balances should be displayed.
Fiscal year	Enter the desired fiscal year for the balances.

Click on the Execute Icon

Screen: Vendor: Account Balance Balances Display

Use this screen to select the line items to view.

NOTE: It is possible to perform any or all of the activities described for this screen.

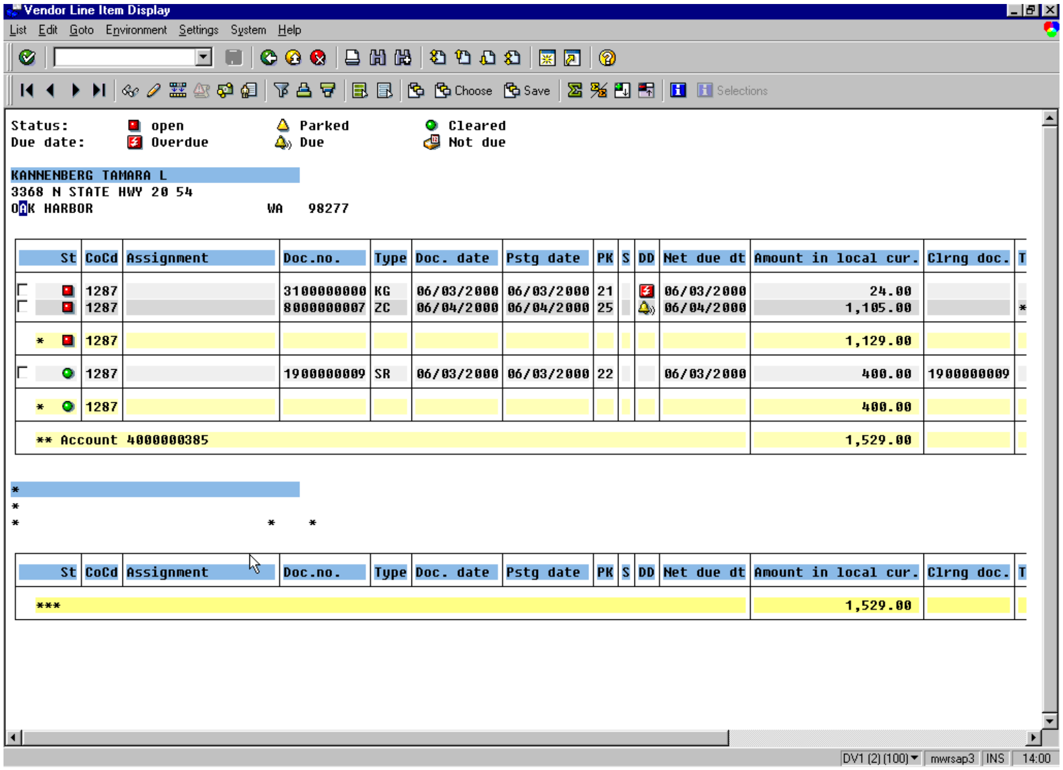


Vendor 4000000385 KANNENBERG TAMARA L
Company code 1287 MWR COMNAVREG, N.W.
Fiscal year 2000
Display crrncy USD

Period	Debit	Credit	Balance	Cum. bal.	Sales
Bal. carried f...					
1					
2					
3					
4					
5					
6	509.00	1,746.00	1,237.00-	1,237.00-	1,237.00-
7				1,237.00-	
8	280.00	280.00		1,237.00-	40.00-
9	1,529.00	38,071.12	36,542.12-	37,779.12-	37,647.12-
10				37,779.12-	
11				37,779.12-	
12				37,779.12-	
13				37,779.12-	
14				37,779.12-	
15				37,779.12-	
16				37,779.12-	
Total	2,318.00	40,097.12	37,779.12-	37,779.12-	38,924.12-

Select one of the following options:

To view the account line items for a specific period, position the cursor on the field containing the amount for that specific period and click ▥ in the top left corner of the Application toolbar.


Vendor Line Item Display
List Edit Goto Environment Settings System Help
Choose
Save
Selections
DV1 (2) (100)
mwrsap3
INS
14:00

```
Status:      ■ open        △ Parked      ● Cleared
Due date:    ⚡ Overdue     🔔 Due         Not due

KANNENBERG TAMARA L
3368 N STATE HWY 20 54
OAK HARBOR                    WA   98277
```

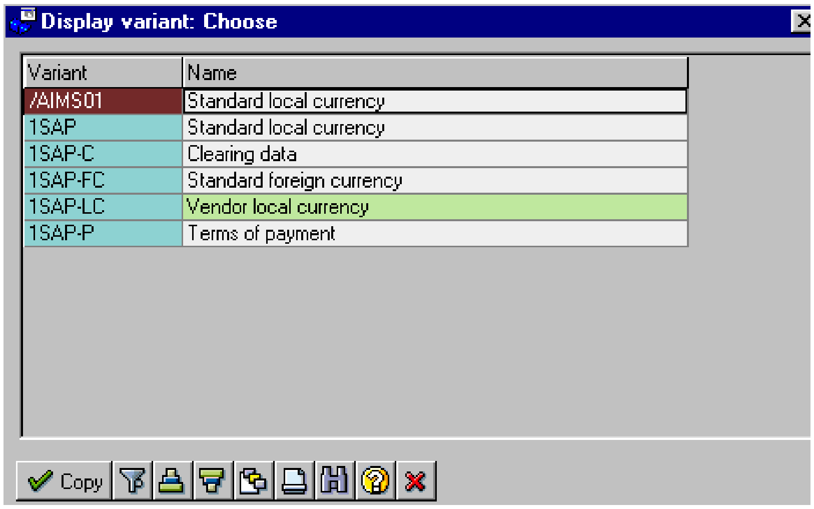
	St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amount in local cur.	Clrng doc.	T
☐	■	1287		3100000000	KG	06/03/2000	06/03/2000	21		⚡	06/03/2000	24.00		
☐	■	1287		8000000007	ZC	06/04/2000	06/04/2000	25		🔔	06/04/2000	1,105.00		*
*	■	1287										1,129.00		
☐	●	1287		1900000009	SR	06/03/2000	06/03/2000	22			06/03/2000	400.00	1900000009	
*	●	1287										400.00		
** Account 4000000385												1,529.00		

```
*
*
*                              *    *
```

	St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amount in local cur.	Clrng doc.	T
***												1,529.00		

Use the following screen to sort and group account information.

- To view the account line item details for a particular line item, then click on any field for that line item, and click on 🔍.
- The Display document: Line Item XXX screen is displayed. Click ⬅ to return to the previous screen.
- Ensure the correct line item variant is chosen. Click the Choose icon Choose to open the Display Variant window as shown below:


Display variant: Choose
Copy

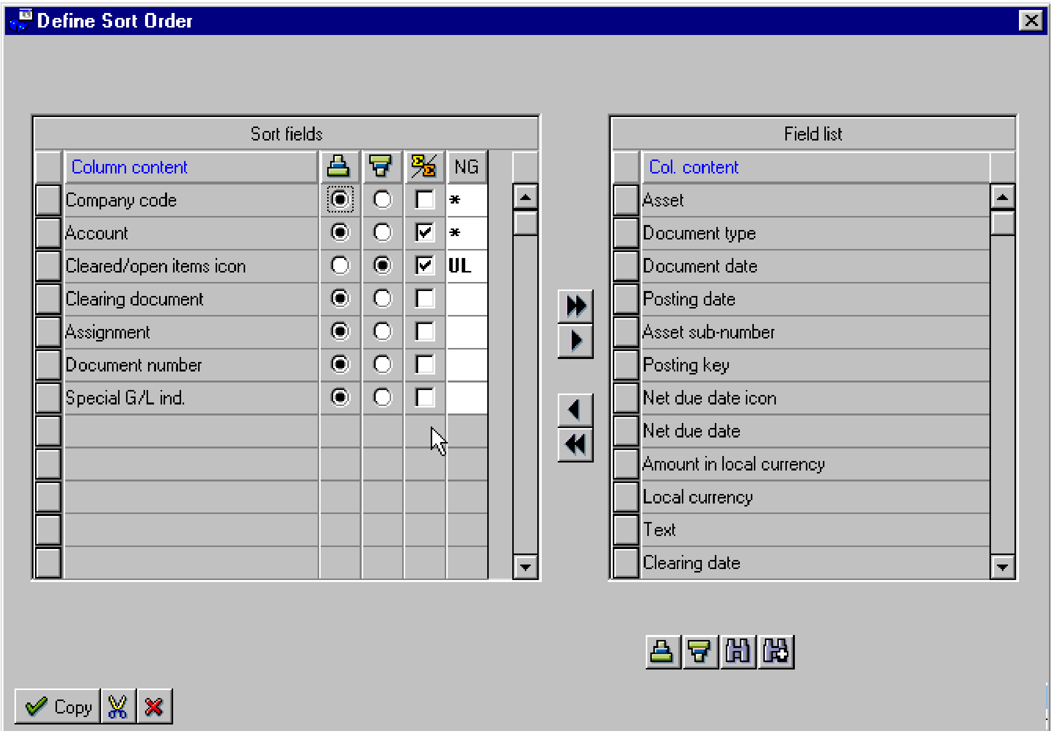
Variant	Name
/AIMS01	Standard local currency
1SAP	Standard local currency
1SAP-C	Clearing data
1SAP-FC	Standard foreign currency
1SAP-LC	Vendor local currency
1SAP-P	Terms of payment

Our standard display variant is called /AIMS01 and should be used. Click the green checkmark on this window.

- To further narrow the line item list, click 🔍. Click 🔍 on the next screen. The Find: Field List dialog box is displayed.
- Select up to three search criteria fields and click ✓.
- The Find Values dialog box is displayed. Enter the search criteria and click ✓.
- To sort the list, click either of these two icons ▲ ▼. They denote a sort selection either ascending or descending.

NOTE: The sort default sequence is ascending. Click ▼ to reverse the sequence.

- Click the 'subtotals' icon Σ to sum the amounts by group. You must designate a column that you wish the report subtotaled by. For example: you might want to see the report subtotaled by the document date, so you would click in the header of the column labeled 'Doc. Date'. Then click the 'subtotals' icon. If you do not designate a specific column or you wish to subtotal by more than one, click the subtotals icon without selecting a column and the following window opens.



Define Sort Order

Sort fields

Column content	▲	▼	Σ	NG
Company code	●	○	☐	*
Account	●	○	☑	*
Cleared/open items icon	○	●	☑	UL
Clearing document	●	○	☐	
Assignment	●	○	☐	
Document number	●	○	☐	
Special G/L ind.	●	○	☐	

Field list

Col. content
Asset
Document type
Document date
Posting date
Asset sub-number
Posting key
Net due date icon
Net due date
Amount in local currency
Local currency
Text
Clearing date

Ensure a checkmark is placed in the checkbox for the field you wish to subtotal, then click the green arrow copy icon in the window.

Click ✓ to sort the list and display the List screen.

- To display only totals click Σ. The Total: Variants dialog box is displayed. Select from the totaling criteria and click [Choose].

> **NOTE:** The default sequence is ascending. Click ▼ to reverse the sequence.

- To change the way the line items are displayed, click Choose The Line Layout: Standard Variants dialog box is displayed.
- Select a standard or special display type and click ✓. A line layout "Accounts Payable" has been created for Morale, Welfare and Recreation.

Select the field to add to the display and click ✓.

Click ← to return

This system task is completed.

☑ Perform Vendor Line Items Inquiry

Use this system task to display and analyze the postings that have been recorded for a particular vendor in any given period.

This system task allows the user to analyze, at the debit/credit level, all transactions pertaining to that vendor

Menu Path: ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE → ACCOUNT → DISPLAY LINE ITEMS

Transaction code: **FBL1N**

Screen: Display Vendor Line Items: Initial Screen

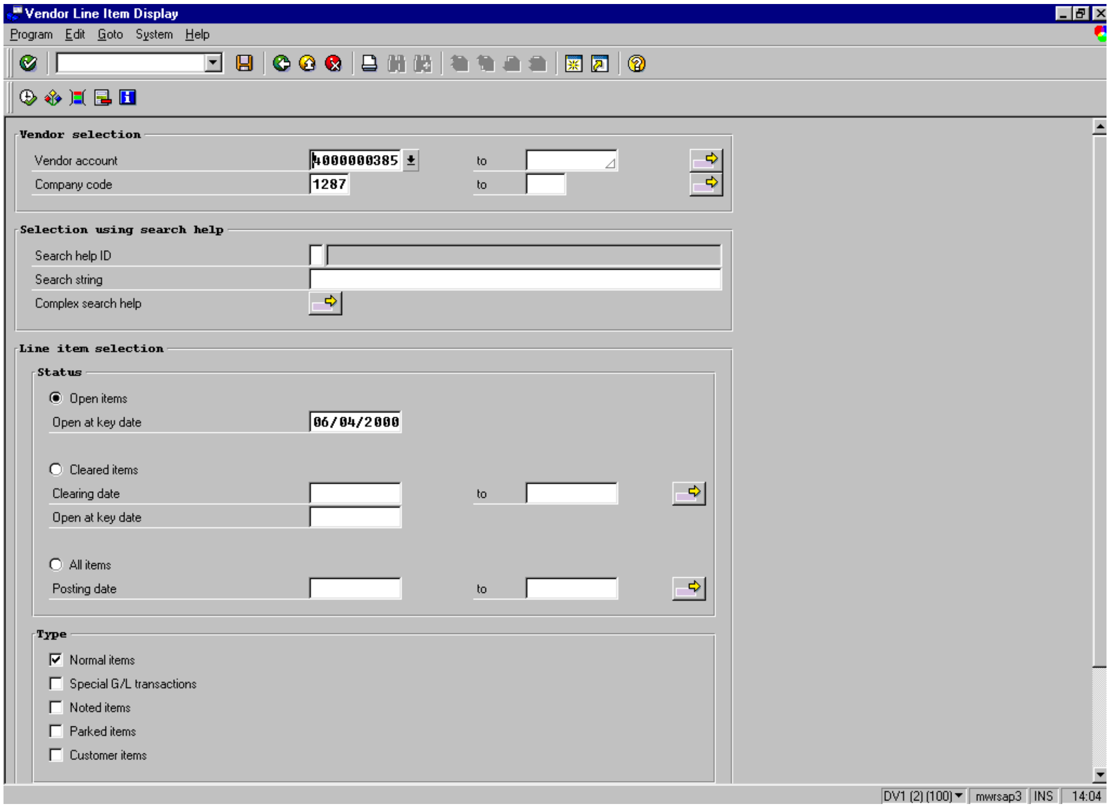
Use this screen to specify the vendor to be displayed.

Field	Description/Usage
Vendor	Enter the vendor number to view.
Company code	Enter the desired base/fund company code. Note that only the vendor line items that relate to this company code will be displayed.

Select from the following options:

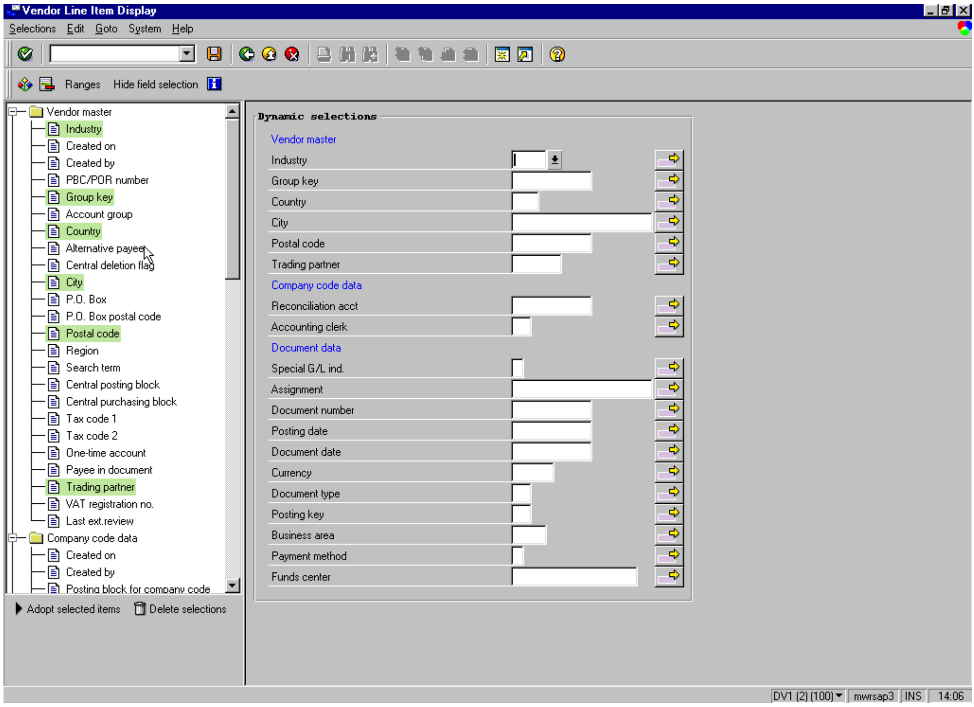
- To view unpaid invoices, click on the Open items radio button and enter the document date or allow the system to default to the current date
- To view details of paid invoices, click on Cleared item radio button.
- To view all items (Open and Cleared), click on the All Items radio button. Enter the posting date or leave blank for all.
- To view parked invoices, click on <Parked items> checkbox on the bottom of the window.
- To view down-payment postings, click With special G/L transactions
- To view customer items, click on With customer items
- To begin the list with line items, select <Line items>

Click on the Execute Icon ✓.


Vendor Line Item Display
Program Edit Goto System Help
Vendor selection
Selection using search help
Search help ID
Search string
Complex search help
Line item selection
Status
Cleared items
Clearing date
Open at key date
All items
Posting date
to
Type
Special G/L transactions
Noted items
Parked items
Customer items
DV1 (2) (100) mwrsap3 INS 14:04

Vendor account: 4000000385
Company code: 1287
● Open items
Open at key date: 06/04/2000
☑ Normal items

If you wish to further restrict or refine your search, on the same screen click on the Dynamic Selection icon to see the following screen:


Vendor Line Item Display
Selections Edit Goto System Help
Ranges Hide field selection
Vendor master
Industry
Created on
Created by
PBC/POR number
Group key
Account group
Country
Alternative payee
Central deletion flag
City
P.O. Box
P.O. Box postal code
Postal code
Region
Search term
Central posting block
Central purchasing block
Tax code 1
Tax code 2
One-time account
Payee in document
Trading partner
VAT registration no.
Last ext.review
Company code data
Created on
Created by
Posting block for company code
Adopt selected items
Delete selections
Dynamic selections
Vendor master
Industry
Group key
Country
City
Postal code
Trading partner
Company code data
Reconciliation acct
Accounting clerk
Document data
Special G/L ind.
Assignment
Document number
Posting date
Document date
Currency
Document type
Posting key
Business area
Payment method
Funds center
DV1 (2) (100) mwrsap3 INS 14:06

Select any of the fields displayed on the Popup window. Enter any of the desired search criteria.

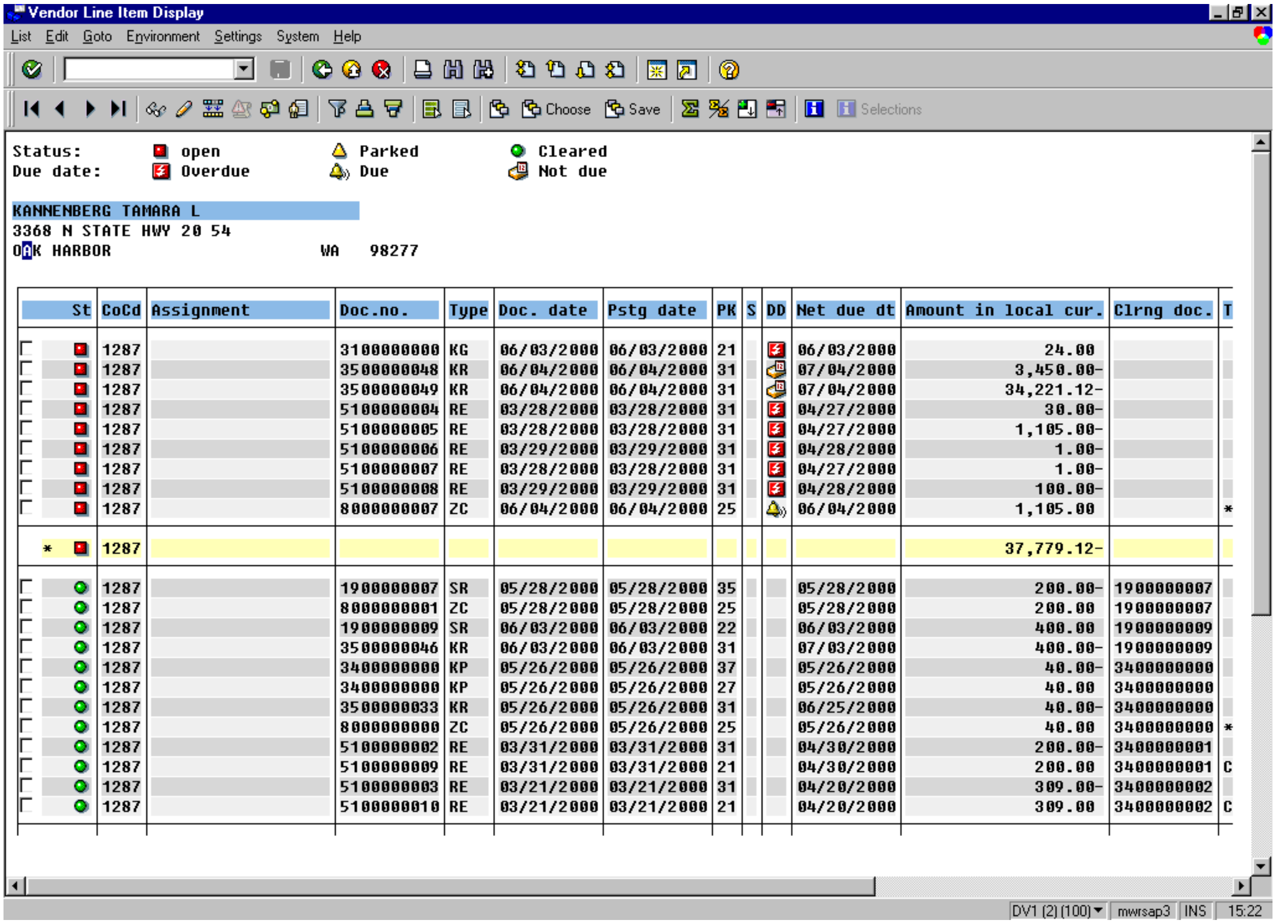
Screen: Vendor Line Item Display

Click on 💾 to save.

.

Click on ⏱ to display the requested list.

Screen: Display Vendor Line Items: Basic List



Status: ■ open △ Parked ● Cleared
Due date: ⚡ Overdue 🔔 Due 📅 Not due

KANNENBERG TAMARA L
3368 N STATE HWY 20 54
OAK HARBOR WA 98277

	St	CoCd	Assignment	Doc.no.	Type	Doc. date	Pstg date	PK	S	DD	Net due dt	Amount in local cur.	Clrng doc.	T
☐	■	1287		3100000000	KG	06/03/2000	06/03/2000	21		⚡	06/03/2000	24.00		
☐	■	1287		3500000048	KR	06/04/2000	06/04/2000	31		📅	07/04/2000	3,450.00-		
☐	■	1287		3500000049	KR	06/04/2000	06/04/2000	31		📅	07/04/2000	34,221.12-		
☐	■	1287		5100000004	RE	03/28/2000	03/28/2000	31		⚡	04/27/2000	30.00-		
☐	■	1287		5100000005	RE	03/28/2000	03/28/2000	31		⚡	04/27/2000	1,105.00-		
☐	■	1287		5100000006	RE	03/29/2000	03/29/2000	31		⚡	04/28/2000	1.00-		
☐	■	1287		5100000007	RE	03/28/2000	03/28/2000	31		⚡	04/27/2000	1.00-		
☐	■	1287		5100000008	RE	03/29/2000	03/29/2000	31		⚡	04/28/2000	100.00-		
☐	■	1287		8000000007	ZC	06/04/2000	06/04/2000	25		🔔	06/04/2000	1,105.00		*
	* ■	1287										37,779.12-		
☐	●	1287		1900000007	SR	05/28/2000	05/28/2000	35			05/28/2000	200.00-	1900000007	
☐	●	1287		8000000001	ZC	05/28/2000	05/28/2000	25			05/28/2000	200.00	1900000007	
☐	●	1287		1900000009	SR	06/03/2000	06/03/2000	22			06/03/2000	400.00	1900000009	
☐	●	1287		3500000046	KR	06/03/2000	06/03/2000	31			07/03/2000	400.00-	1900000009	
☐	●	1287		3400000000	KP	05/26/2000	05/26/2000	37			05/26/2000	40.00-	3400000000	
☐	●	1287		3400000000	KP	05/26/2000	05/26/2000	27			05/26/2000	40.00	3400000000	
☐	●	1287		3500000033	KR	05/26/2000	05/26/2000	31			06/25/2000	40.00-	3400000000	
☐	●	1287		8000000000	ZC	05/26/2000	05/26/2000	25			05/26/2000	40.00	3400000000	*
☐	●	1287		5100000002	RE	03/31/2000	03/31/2000	31			04/30/2000	200.00-	3400000001	
☐	●	1287		5100000009	RE	03/31/2000	03/31/2000	21			04/30/2000	200.00	3400000001	C
☐	●	1287		5100000003	RE	03/21/2000	03/21/2000	31			04/20/2000	309.00-	3400000002	
☐	●	1287		5100000010	RE	03/21/2000	03/21/2000	21			04/20/2000	309.00	3400000002	C

From this screen it is possible to drill down to the document details by double clicking on any line item or clicking on a line item then clicking on 👓.

In addition there are the following options:

- To view the check number, then click on the payment document line and click on 💵.

This option is only possible if the invoice has been paid.

- To print the screen, then click 🖨 and complete the printer details screen.

- To sort the items, click on the column to sort by and then click ▲ for sorting in ascending order or ▼ for sorting in descending order.

- To download to MS Excel, click on 🖩.

- To find a certain string, click on 🔍.

The Find: Field List dialog box is displayed. Enter the search criteria. Click ✓ to narrow the display of line items.

To total the items using a column, click on the column to total by and then click Σ.

- To change the way the line items are displayed, click Choose. The Line Layout: Standard Variants dialog box is displayed. Select a standard or special display types and click ✓.

- To display the Vendor Master record, Click the display master data icon 🗎

- To change an item, select the item that you wish to change (click once on the line or click in the checkbox at the far left of the line) Click on the change document icon ✎.

☑ Change Vendor Line Items

Use this system task to change the postings for a particular vendor in any given period. Changes to amounts or account number or not possible on posted documents.

Menu Path: ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ ACCOUNTS PAYABLE ➔ ACCOUNT ➔ CHANGE LINE ITEMS

Transaction code: **FBL1N**

Screen: Change Vendor Line Items: Initial Screen

OR

Use this screen to specify the vendor.

Field	Description/Usage
Vendor	Enter the vendor number to view.
Company code	Enter the desired base/fund company code. Note that only the vendor line items that relate to this company code will be displayed.

Select from the following Line Item selections.

- To make changes to unpaid invoices, click on **[Open Items]** Select a date or allow the default to the current date.

Note: For the above selections, changes to the Payment Block, Payment Method, Text and Assignment fields are possible.

- To make changes to paid invoices, click on **[Cleared Items]** Select the clearing date or leave blank.
- To make changes to all types of documents, click on all items, select a posting date or leave blank.

NOTE: For the above selection, only make changes to the Text and Assignment fields.

- To make changes to the parked invoices, click on **[Parked Items].**

NOTE: For the above selection, it is possible to make any changes.

Screen: Change Vendor Line Items: Basic List

From this screen drill down to the document details by double clicking on any line item or clicking on a line item then clicking on ✎.

Make the desired changes and then click on the post icon Save to save**.**

☑ HQ

Automatic Clearing

Menu Path: ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE → PERIODIC PROCESSING → AUTOMATIC CLEARING

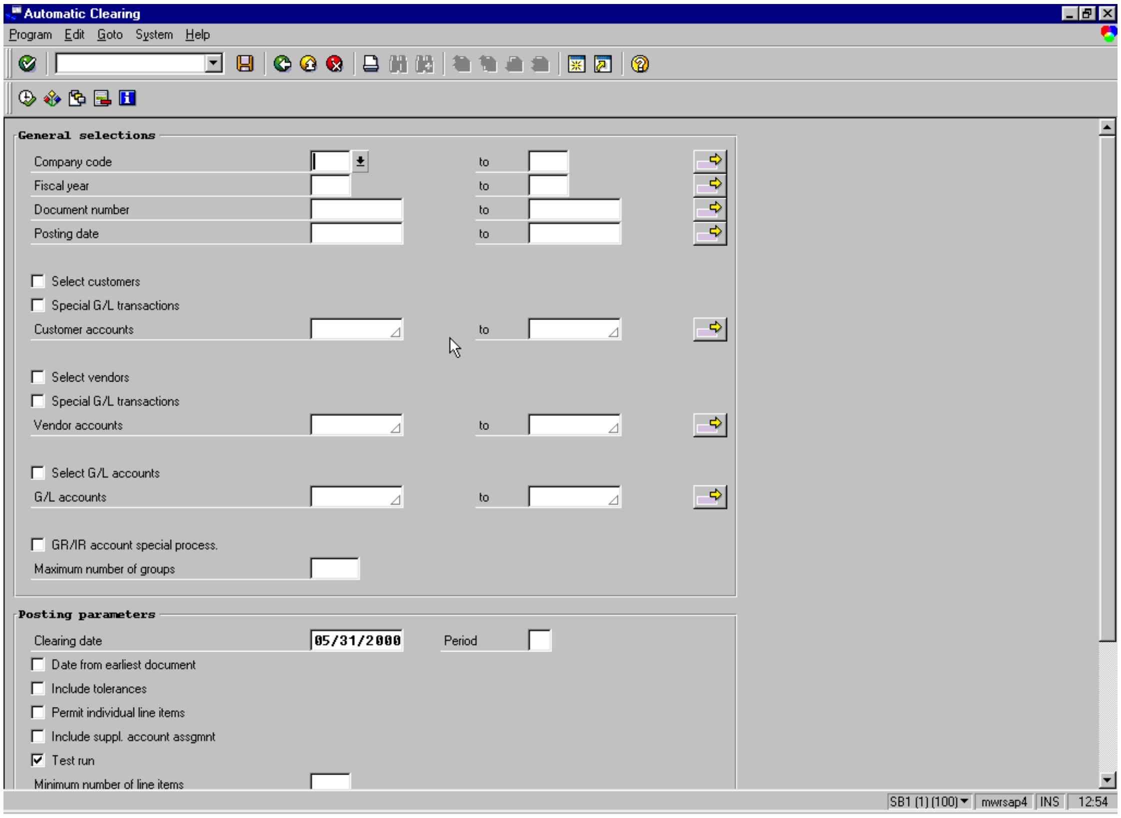
Transaction code: **F.13**

Screen: Automatic Clearing

Field	**Description/Usage**
General Selections	
Company codes	Enter the company code for the base/fund in which the open items are posted and in which the clearing should occur.
Fiscal Years	Enter the current financial year to ensure only those documents (open items) posted in the current year are considered for clearing.
Document number	Leave this field blank.
Posting date	Leave this field blank.
Select customers	Do not flag this checkbox when just clearing customers.
Special G/L transactions customer accounts	Leave this field blank.
Customer Accounts Range	Leave this field blank.
Select Vendors	Flag this checkbox to clear vendors.
Special G/L transactions	Special G/L indicators are not used by MWR for vendor postings.
Vendor Account Range	Enter the vendor number range to clear. The automatic clearing program will examine open items in each vendor in the range. Cross vendor clearing will not occur.
Select G/L Accounts	Do not flag this checkbox when just clearing vendors.
G/L Accounts Range	Leave this field blank.
GR/IR account special process	Leave this field blank
Clearing date	Enter the desired clearing date. Generally, this will be the current date.
Date from earliest document	Do not flag this indicator.

Test Run	Do not select this indicator for production run
Output control	
Detail list with error log	Flag this indicator to generate a detailed list **with** an error log.
Detail list without error log	Flag this indicator to generate a detailed list **without** an error log
Short list (statistics)	Flag this indicator to generate a brief list of open, clearable and cleared items
Only docs which can be cleared	Flag this indicator to generate a brief list of cleared items

Choose the appropriate variant by clicking the Get Variant icon or by following the menu path: GoTo > Variants > Get or by using the keyboard shortcut Shift + F5



General selections

Company code ☐ to ☐
Fiscal year ☐ to ☐
Document number ☐ to ☐
Posting date ☐ to ☐

☐ Select customers
☐ Special G/L transactions
Customer accounts ☐ to ☐

☐ Select vendors
☐ Special G/L transactions
Vendor accounts ☐ to ☐

☐ Select G/L accounts
G/L accounts ☐ to ☐

☐ GR/IR account special process.
Maximum number of groups ☐

Posting parameters

Clearing date 05/31/2000 Period ☐
☐ Date from earliest document
☐ Include tolerances
☐ Permit individual line items
☐ Include suppl. account assgmnt
☑ Test run
Minimum number of line items

Warning: Always do a test run before the actual production run. To perform an actual posting run, unflag the **Test run** indicator.

Click on and the automatic clearing will be executed. A message "*This program run is a production run"* will appear. Press the Enter key or use the green check mark icon ✓ to proceed.

This system task is completed.

Clear Vendor Line Items:

Menu Path: ACCOUNTING>FINANCIAL ACCOUNTING>ACCOUNTS PAYABLE>ACCOUNT>CLEAR

Transaction code: **F-44**

Use this task to clear the postings of a particular vendor (e.g. to clear the vendor invoices against the credit memos or payments on account).

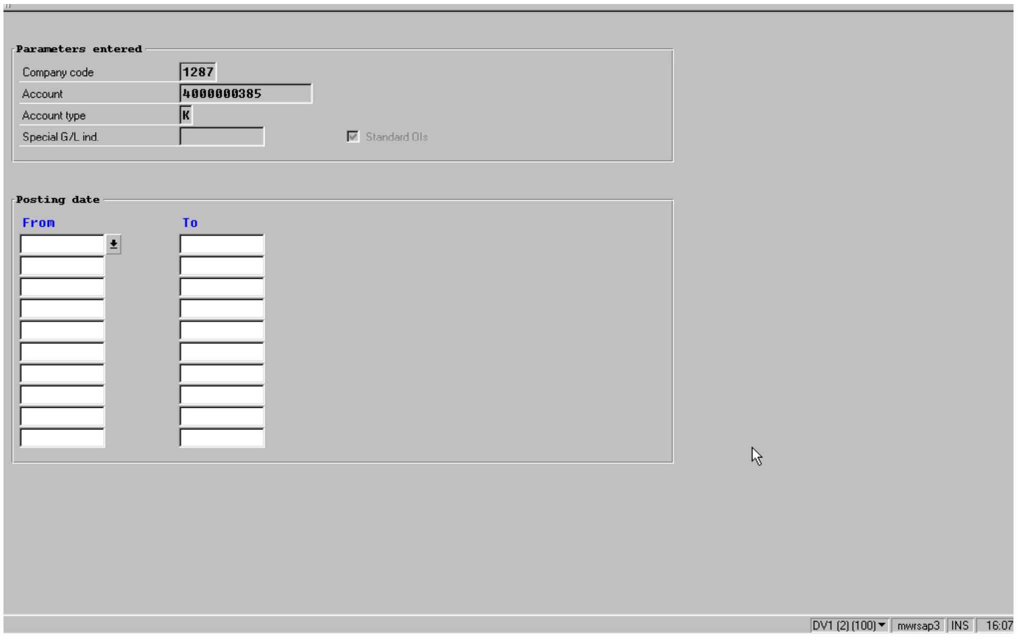
NOTE: This process should be done after a "payment on account" has been performed and the offsetting source documents (i.e. goods receipt and invoice) have been received.

A "PAYMENT ON ACCOUNT" could be done in a situation where a prepayment to the vendor is required prior to receipt of goods and/or invoice. For example, a check must be prepared in order for the Post Office authorizing the postage meter increase or a check is necessary for prepaid ITT tickets. The check is prepared as a "Payment on Account" (see Payment On Account guidance) resulting in a check being cut with NO offsetting invoice or paperwork.

After receipt of the increased postage from the Post Office, (or receipt of the ITT tickets), the receiving document should be returned to the Accounts Payable Technician. This receipt should be processed as a "goods receipt and invoice verification" in the case of procurement through a purchase order. If the direct invoicing method is used the receipt of the postage should be used to enter the "invoice".

Once the invoice has been entered into the system, you will note that the vendor has two "open items" - one invoice and one payment (with matching amounts/items). However, in the SAP system they are unmatched and NOT CLEARED as are normal payments. The SAP system cannot automatically match these items as is (payment first and invoice second), so MANUAL CLEARING is required.

NOTE: The automatic payment run program will handle the above-mentioned clearing automatically for most routine payments.



Parameters entered

Company code: 1287

Account: 4000000385

Account type: K

Special G/L ind.:

☑ Standard OIs

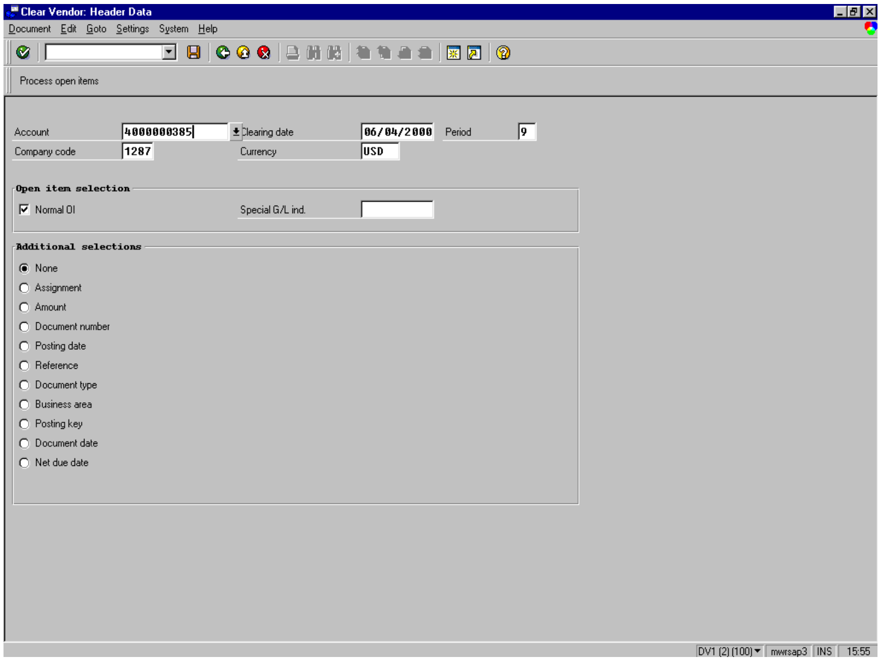
Posting date

Field	Description/Usage
Account	Enter the vendor account number to be cleared
Company Code	Enter the appropriate company code
Date	Enter the date
Normal OI (open item)	Be sure this indicator is flagged

In the ADDITIONAL SELECTIONS section, you may indicate the field on which to clear. In most Accounts Payable situations, the AMOUNT will be the field used to clear. Click the AMOUNT field.

Click the process open items button Process open items

The Enter Selection Criteria Screen appears if any radio button other than "None" was selected.


Clear Vendor: Header Data
Document Edit Goto Settings System Help
Process open items

Account 4000000385
Clearing date 06/04/2000
Period 9
Company code 1287
Currency USD

Open item selection

☑ Normal OI
Special G/L ind.

Additional selections

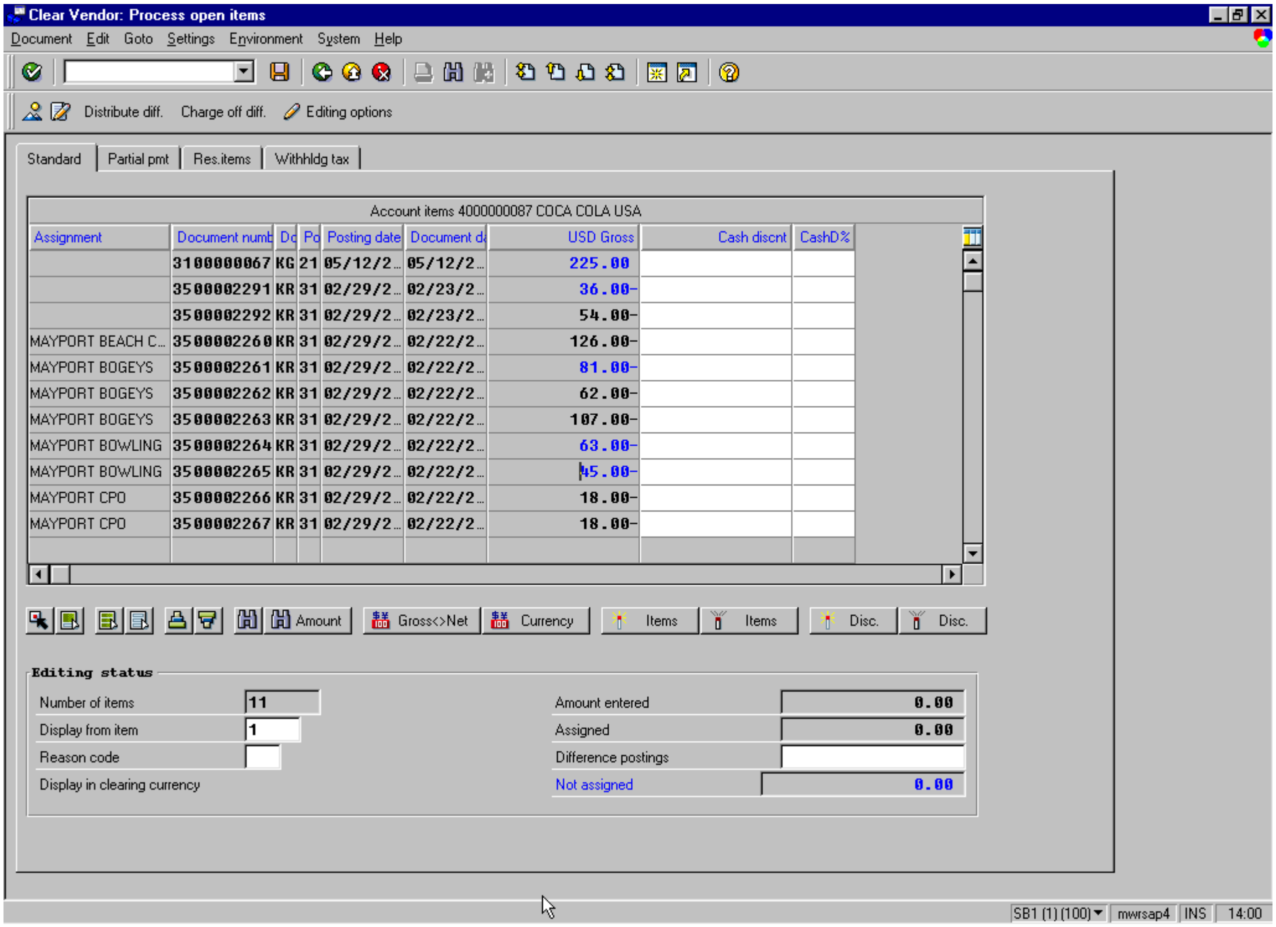
- ● None
- ○ Assignment
- ○ Amount
- ○ Document number
- ○ Posting date
- ○ Reference
- ○ Document type
- ○ Business area
- ○ Posting key
- ○ Document date
- ○ Net due date

DV1 (2) (100) mwrsap3 INS 15:55

In the amount section, enter the amount of the invoice/payment to be cleared. Again, click Process open items. You will then see the open items (one payment document and one invoice) which match the amount you entered. Select (double click or "turn blue") the items you wish to clear (or match against each other).

NOTE: If your payment is represented by more than one invoice (for example, if the payment document is for $400 and two invoices for $150 and $250 represent that payment), you will NOT be able to clear on AMOUNT. You will need to indicate "NONE" in the ADDITIONS SELECTIONS section. You will have to visually identify the items you want to clear or match off against each other.

Click Process open items and all open items for the selected vendor will appear. Select (by double clicking) the items that you want to clear.


Clear Vendor: Process open items
Document Edit Goto Settings Environment System Help
Distribute diff. Charge off diff. Editing options
Standard Partial pmt Res.items Withhldg tax
Amount Gross<>Net Currency Items Items Disc. Disc.
SB1 (1) (100) mwrsap4 INS 14:00

Account items 4000000087 COCA COLA USA

Assignment	Document numb	Dc	Po	Posting date	Document da	USD Gross	Cash discnt	CashD%
	3100000067	KG	21	05/12/2...	05/12/2...	225.00		
	3500002291	KR	31	02/29/2...	02/23/2...	36.00-		
	3500002292	KR	31	02/29/2...	02/23/2...	54.00-		
MAYPORT BEACH C...	3500002260	KR	31	02/29/2...	02/22/2...	126.00-		
MAYPORT BOGEYS	3500002261	KR	31	02/29/2...	02/22/2...	81.00-		
MAYPORT BOGEYS	3500002262	KR	31	02/29/2...	02/22/2...	62.00-		
MAYPORT BOGEYS	3500002263	KR	31	02/29/2...	02/22/2...	107.00-		
MAYPORT BOWLING	3500002264	KR	31	02/29/2...	02/22/2...	63.00-		
MAYPORT BOWLING	3500002265	KR	31	02/29/2...	02/22/2...	45.00-		
MAYPORT CPO	3500002266	KR	31	02/29/2...	02/22/2...	18.00-		
MAYPORT CPO	3500002267	KR	31	02/29/2...	02/22/2...	18.00-		

Editing status

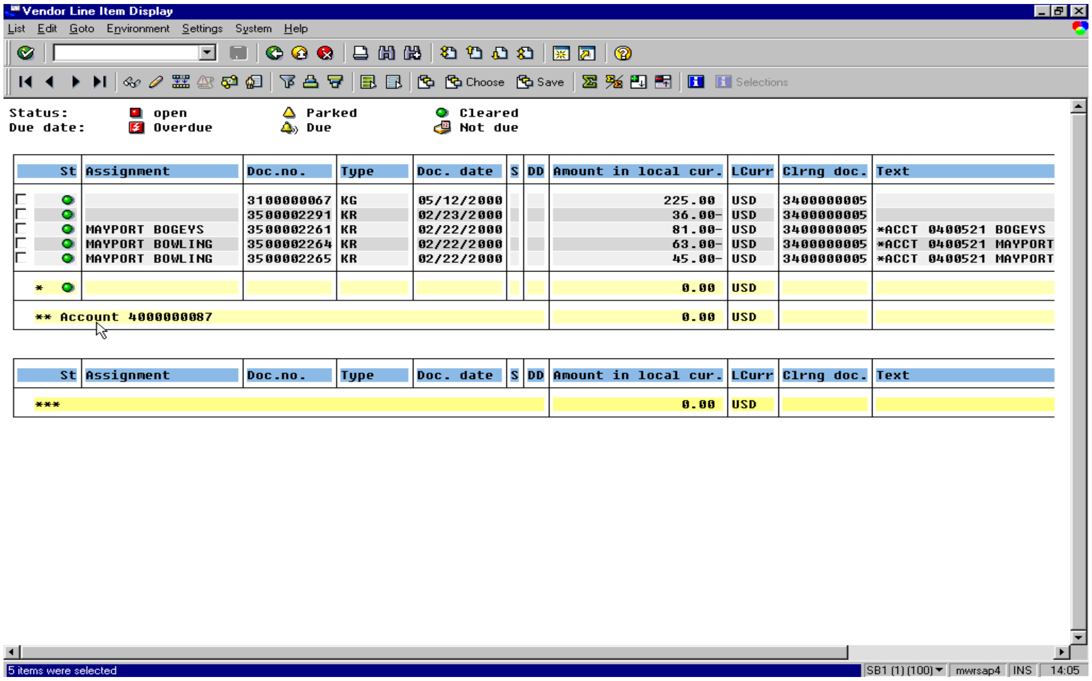
Number of items	11	Amount entered	0.00
Display from item	1	Assigned	0.00
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

After you have selected the items (by double clicking on the line item amount or by clicking once and selecting the "activate items icon" Items you want to clear, then click the Save button The items are "CLEARED".

To double check that the items are cleared:

Menu Path: ACCOUNTING>FINANCIAL ACCOUNTING>ACCOUNTS PAYABLE>ACCOUNT>DISPLAY LINE ITEMS

You will note the items no longer show as OPEN ITEMS but have moved down to CLEARED ITEMS.



```
Status:     ■ open        △ Parked    ● Cleared
Due date:   ■ Overdue     △ Due       ■ Not due

   St Assignment      Doc.no.    Type Doc. date  S DD Amount in local cur. LCurr Clrng doc. Text
☐  ●                  3100000067 KG   05/12/2000           225.00  USD   3400000005
☐  ●                  3500002291 KR   02/23/2000            36.00- USD   3400000005
☐  ● MAYPORT BOGEYS   3500002261 KR   02/22/2000            81.00- USD   3400000005 *ACCT 0400521 BOGEYS
☐  ● MAYPORT BOWLING  3500002264 KR   02/22/2000            63.00- USD   3400000005 *ACCT 0400521 MAYPORT
☐  ● MAYPORT BOWLING  3500002265 KR   02/22/2000            45.00- USD   3400000005 *ACCT 0400521 MAYPORT

 * ●                                                         0.00  USD

 ** Account 4000000087                                       0.00  USD

   St Assignment      Doc.no.    Type Doc. date  S DD Amount in local cur. LCurr Clrng doc. Text
 ***                                                         0.00  USD
```

5 items were selected | SB1 (1) (100) | mwrsap4 | INS | 14:05

☑ Reset Vendor Cleared Items

This procedure is used to reset the clearing between two or more documents. Effectively, this transaction breaks the clearing "link" and makes the documents open items again. For example, two documents may be mistakenly cleared against one another.

This transaction is never to be used to reverse check payments to vendors. Always use the check management functionality.

Menu Path: ACCOUNTING → FINANCIAL ACCOUNTING → ACCOUNTS PAYABLE → DOCUMENT → RESET CLEARED ITEMS

Transaction code: **FBRA**

Screen: Reset Cleared Items

Field	**Description/Usage**
Clearing Document	Clearing document number to be reversed
Company Code	Enter the company code for the base/fund in which the cleared items are posted.
Fiscal Year	The financial year in which the clearing document was posted.

To view the related documents, click on **[Items]** push-button. This will display the line items that were cleared together. To view the individual documents, double-click on the desired line item.

Click on ← to return to the original screen.

To view a list of the accounts included in the clearing document, click on [Accounts] push-button.

Click on ✓ to return to the original screen, then:

To reverse the clearing document, click on 💾.

A "*Reversal of Clearing document*" screen will appear.

Click on Resetting and revers to reset the clearing document with a reversal posting. The related invoices will be an open item again. (***CARE*** should be taken when performing this transaction – it will not only reset the clearing but will also reverse the payment document. If you reverse the payment document without reversing the actual payment (money) being reversed, the balance in 101005 will be out of balance. If you think you need to perform this transaction – please call MWR HQ Treasury for assistance)

A "*Reversal data*" screen will appear.

Select reversal reason

The message "Clearing XXXXXXXX reset" will appear on the status bar. Click on the icon ✓ to continue.

If the push-button Only resetting is pressed, the clearing document will be reset as an open item. **No reversal posting is generated.** The related invoices will be open items again, however the original clearing document will remain. This feature should only be used for resetting manually cleared items.

A message "*Clearing XXXXXXXXXX reset*" will appear. Click on the icon ✓ to continue. This is followed by another message " *Document XXXXXXXXXX was posted in company code XXXX*". Click on the icon ✓ to continue.

☑ Open Item (Discount Item)

If your open item is a discount item (payment terms include a discount) you will need to enter the gross amount against the new (or correct) vendor. Then, when you select the open items (the incorrect vendor side) you will note that, when you select document >simulate, a message appears indicating "the amount is too large for clearing".

When this occurs, click "Charge Off Diff" and at the bottom of the screen, key in the entry to "charge off" the difference of the discount amount. This would require you to use a posting key of 40 (debit) with the G/L account for Discounts Taken (780001) with the amount being the discount amount. After you make this entry, you can click Process open items again and then select document>simulate.

Post the document as above.

You will note the SAP system has created an additional offsetting entry to the discounts taken in the general ledger account (in effect zeroing the discount amount). This will ensure the open item (now recorded to the correct vendor) is posted with the gross amount (payment terms defaulting to the master record that will indicate the discount). When paid, the discount will be taken.

NOTE: You should go back and quickly review vendor open items to verify that the open items are correctly reported.

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > ACCOUNT > DISPLAY OPEN ITEMS

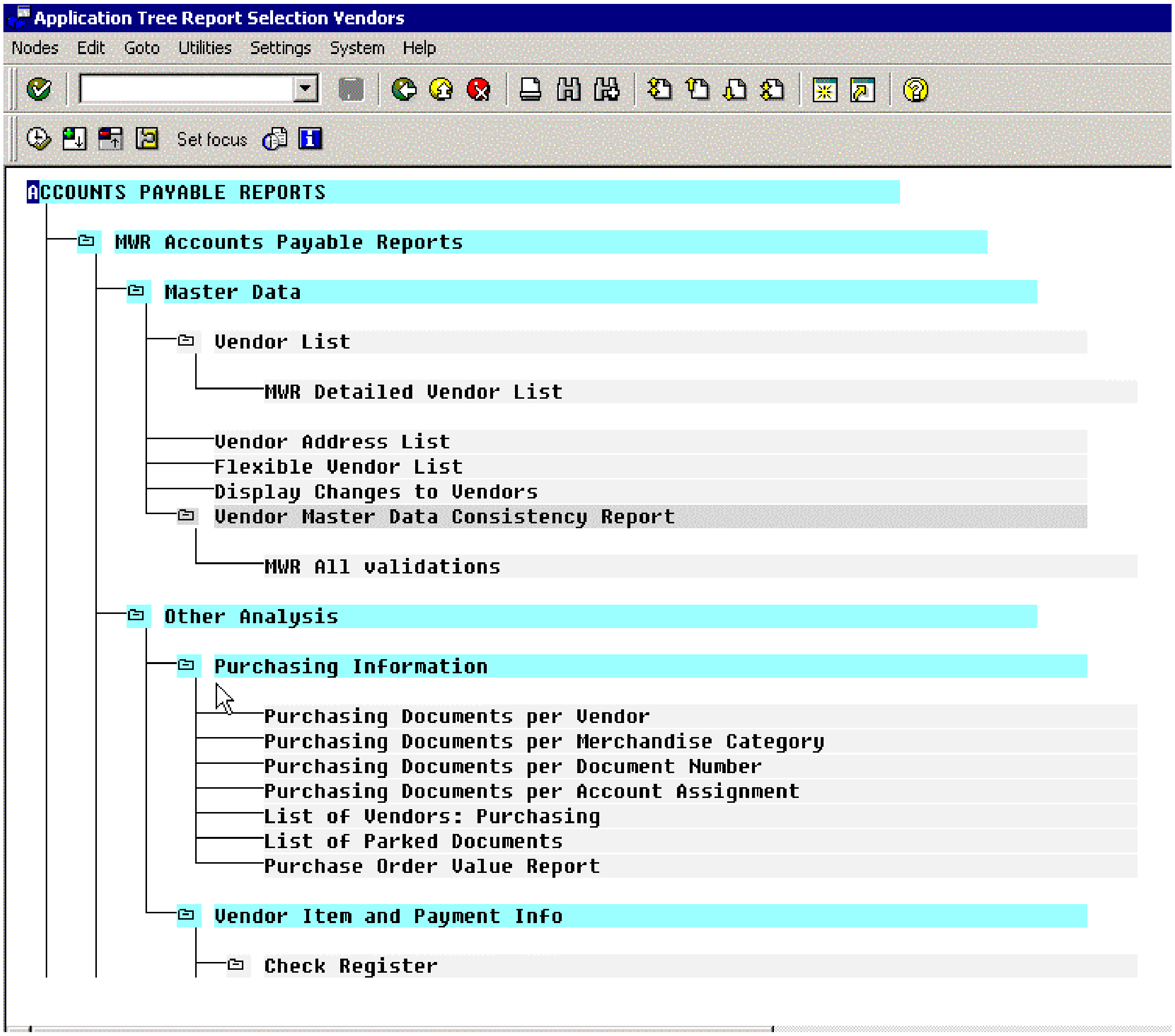
You will note that the item originally posted to the incorrect vendor is now listed as "cleared" against the transfer document you just posted, and the correct vendor now has an open item for that amount.

Reports

For other Accounts Payable reports:

Menu Path: INFORMATION SYSTEM > ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > PERIOD PROCESSING>INFORMATION SYSTEM> REPORT SELECTION >

Transaction Code: **F.98**


Application Tree Report Selection Vendors
Nodes
Edit
Goto
Utilities
Settings
System
Help
Set focus

ACCOUNTS PAYABLE REPORTS

- MWR Accounts Payable Reports
  - Master Data
    - Vendor List
      - MWR Detailed Vendor List
    - Vendor Address List
    - Flexible Vendor List
    - Display Changes to Vendors
    - Vendor Master Data Consistency Report
      - MWR All validations
  - Other Analysis
    - Purchasing Information
      - Purchasing Documents per Vendor
      - Purchasing Documents per Merchandise Category
      - Purchasing Documents per Document Number
      - Purchasing Documents per Account Assignment
      - List of Vendors: Purchasing
      - List of Parked Documents
      - Purchase Order Value Report
    - Vendor Item and Payment Info
      - Check Register

Accounts Payable Reports – Overdue Invoices

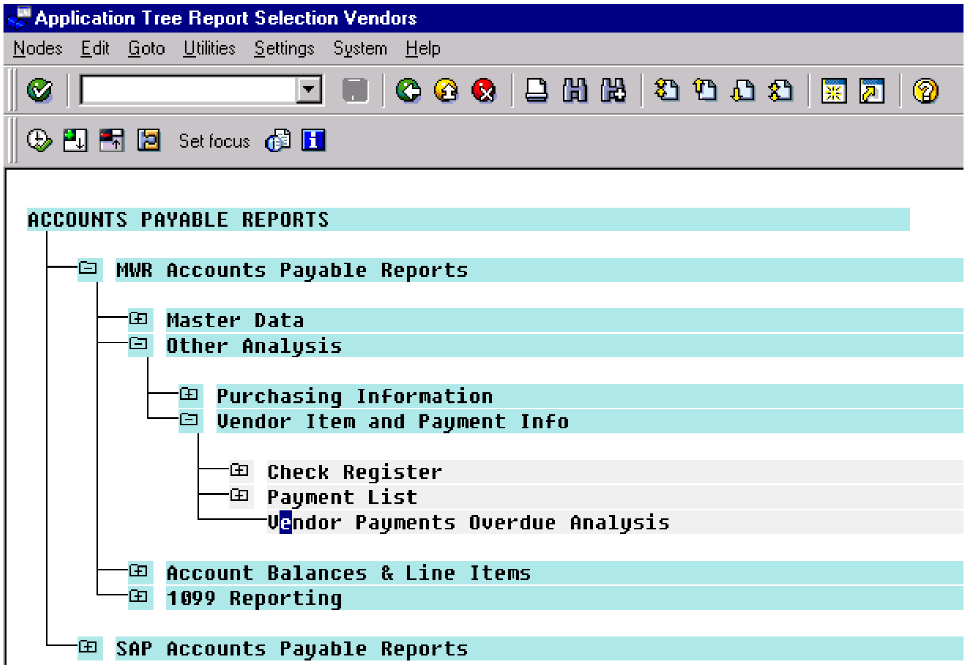
In order to ensure invoices are being paid promptly, a report can be executed to identify any invoice that is "overdue". This report of "overdue" items is based on the entry date of the invoice and payment terms from the vendor master record. Use the following menu path to execute this report:

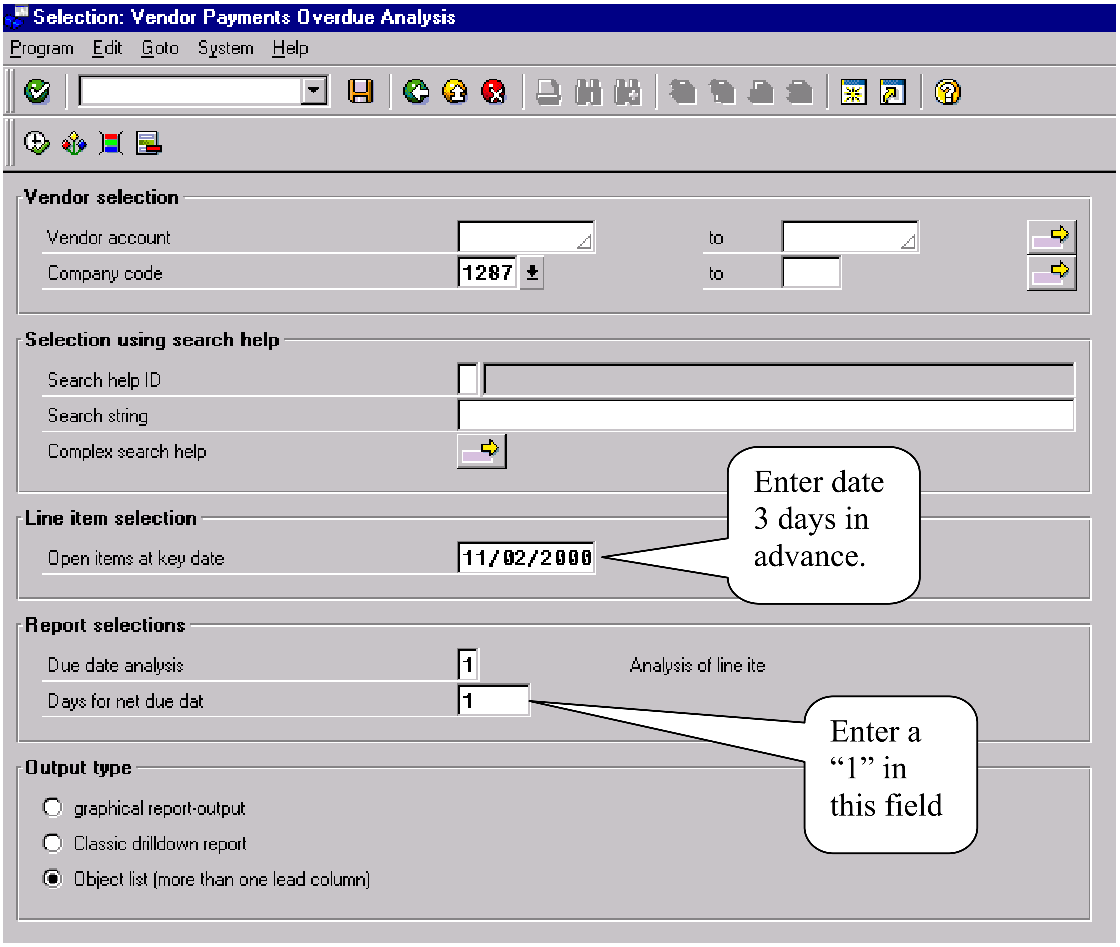
Menu path: ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > PERIODIC PROCESSING > INFORMATION SYSTEM/REPORT SELECTION

Transaction code: **F.98**

Within the report tree that appears, select:

Menu path: MWR ACCOUNTS PAYABLE REPORTS > OTHER ANALYSIS > VENDOR ITEM AND PAYMENT INFO > VENDOR PAYMENTS OVERDUE ANALYSIS


Application Tree Report Selection Vendors
Nodes Edit Goto Utilities Settings System Help
Set focus
ACCOUNTS PAYABLE REPORTS
MWR Accounts Payable Reports
Master Data
Other Analysis
Purchasing Information
Vendor Item and Payment Info
Check Register
Payment List
Vendor Payments Overdue Analysis
Account Balances & Line Items
1099 Reporting
SAP Accounts Payable Reports


Selection: Vendor Payments Overdue Analysis
Program Edit Goto System Help

Vendor selection

Vendor account ____ to ____

Company code 1287 to ____

Selection using search help

Search help ID

Search string

Complex search help

Line item selection

Open items at key date 11/02/2000

Report selections

Due date analysis 1 Analysis of line ite

Days for net due dat 1

Output type

○ graphical report-output

○ Classic drilldown report

● Object list (more than one lead column)

Enter date 3 days in advance.

Enter a “1” in this field

Leave the “Vendor account” field blank as you will want to have the system check ALL vendors for overdue items.

Enter the appropriate company code. In the example above, we are using the northwest region MWR company code “1287”.

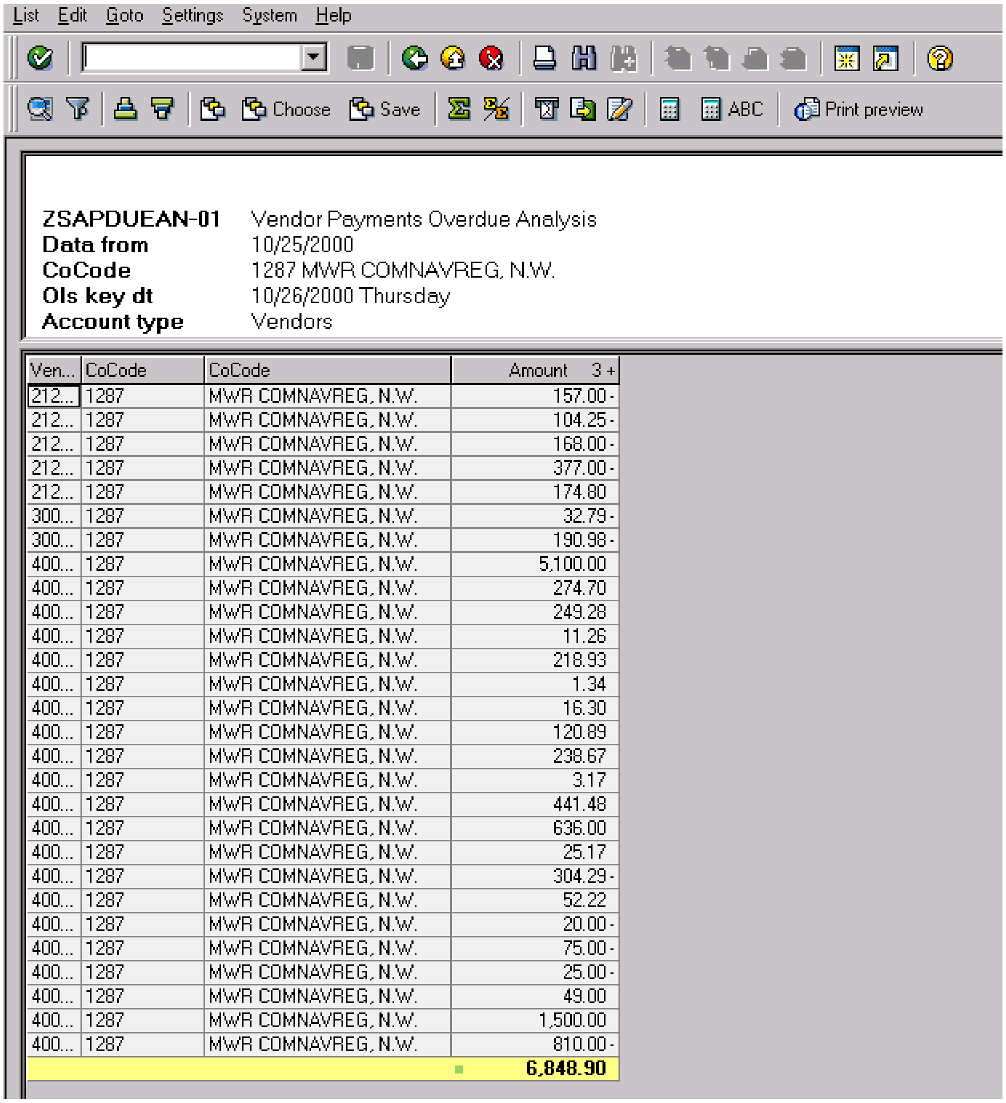
In the field labeled “Open items at key date”, enter a date three days hence. For example, today is 10/30/2000, enter 11/02/2000. The field will default to today’s date. (Remember, EFT payments run “today” are dated with the next following business day’s date for posting purposes, you have to allow for potential EFT payments paid on a Friday to be posted on the Monday or Tuesday following, if there is a “long” weekend to be captured).

The field “Due date analysis” will default to “1”

In the field “Days for net due date”, enter the number of days for which invoices are overdue. In other words, you most likely will want to see all the overdue items. We suggest you enter a value of “1” day.

You may now “Execute” this process.

The following basic report will appear as shown below:



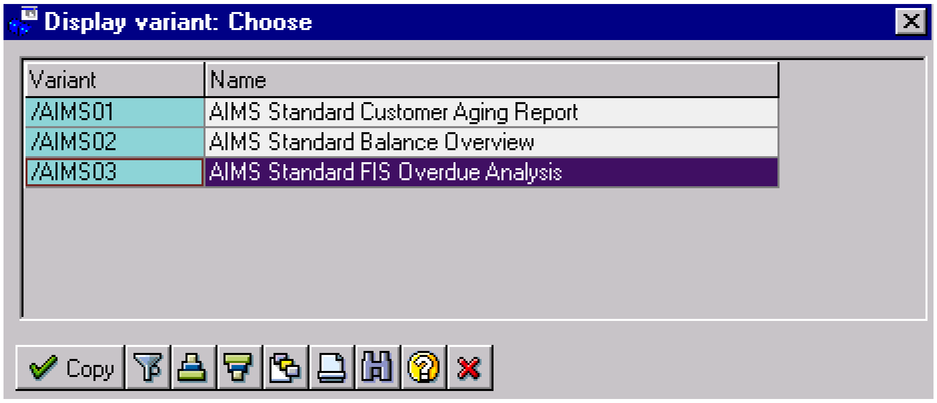
ZSAPDUEAN-01 Vendor Payments Overdue Analysis
Data from 10/25/2000
CoCode 1287 MWR COMNAVREG, N.W.
OIs key dt 10/26/2000 Thursday
Account type Vendors

Ven...	CoCode	CoCode	Amount 3 +
212...	1287	MWR COMNAVREG, N.W.	157.00-
212...	1287	MWR COMNAVREG, N.W.	104.25-
212...	1287	MWR COMNAVREG, N.W.	168.00-
212...	1287	MWR COMNAVREG, N.W.	377.00-
212...	1287	MWR COMNAVREG, N.W.	174.80
300...	1287	MWR COMNAVREG, N.W.	32.79-
300...	1287	MWR COMNAVREG, N.W.	190.98-
400...	1287	MWR COMNAVREG, N.W.	5,100.00
400...	1287	MWR COMNAVREG, N.W.	274.70
400...	1287	MWR COMNAVREG, N.W.	249.28
400...	1287	MWR COMNAVREG, N.W.	11.26
400...	1287	MWR COMNAVREG, N.W.	218.93
400...	1287	MWR COMNAVREG, N.W.	1.34
400...	1287	MWR COMNAVREG, N.W.	16.30
400...	1287	MWR COMNAVREG, N.W.	120.89
400...	1287	MWR COMNAVREG, N.W.	238.67
400...	1287	MWR COMNAVREG, N.W.	3.17
400...	1287	MWR COMNAVREG, N.W.	441.48
400...	1287	MWR COMNAVREG, N.W.	636.00
400...	1287	MWR COMNAVREG, N.W.	25.17
400...	1287	MWR COMNAVREG, N.W.	304.29-
400...	1287	MWR COMNAVREG, N.W.	52.22
400...	1287	MWR COMNAVREG, N.W.	20.00-
400...	1287	MWR COMNAVREG, N.W.	75.00-
400...	1287	MWR COMNAVREG, N.W.	25.00-
400...	1287	MWR COMNAVREG, N.W.	49.00
400...	1287	MWR COMNAVREG, N.W.	1,500.00
400...	1287	MWR COMNAVREG, N.W.	810.00-
			6,848.90

In order to properly view this report, you must first select the Display Variant. Use the

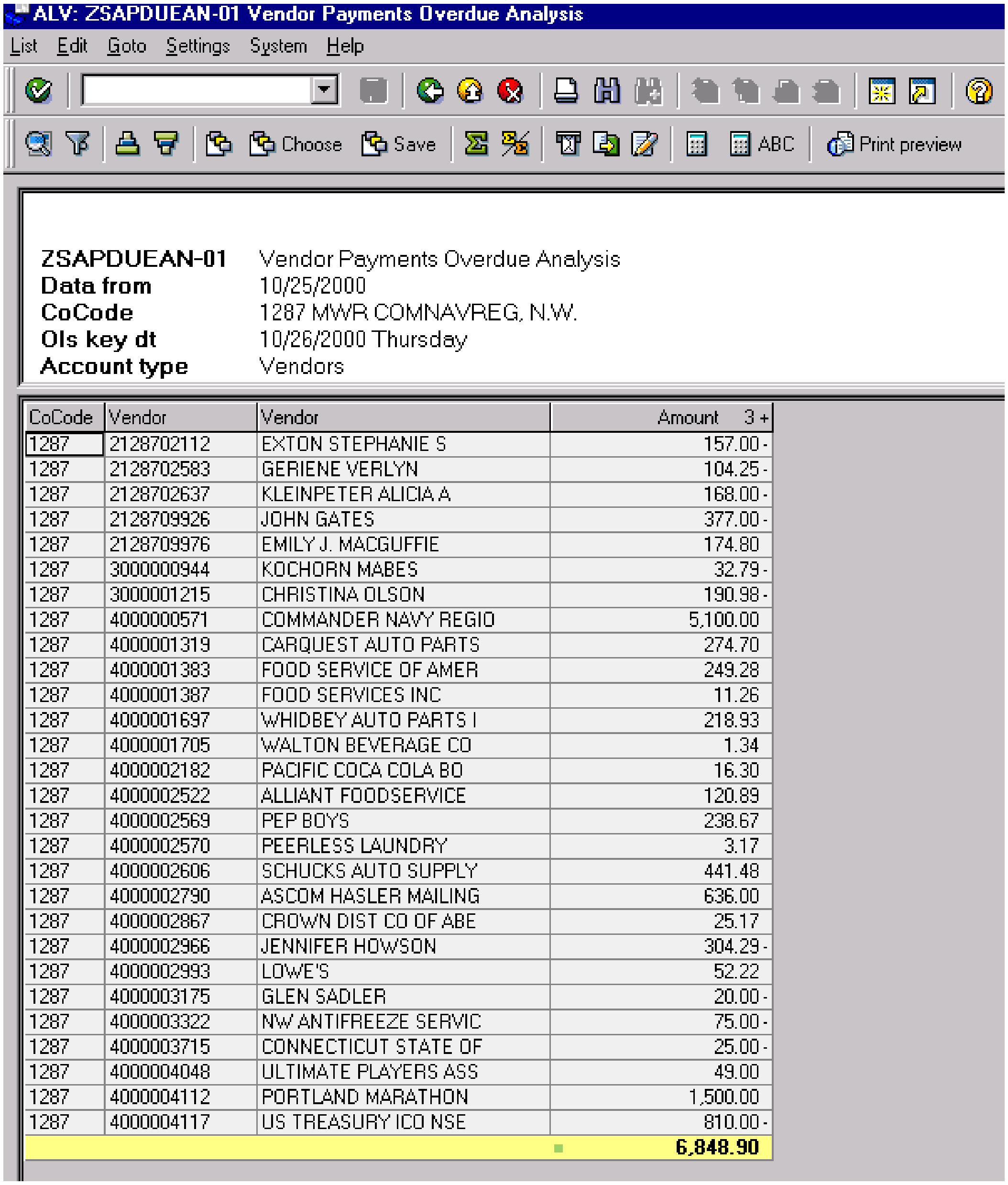
Choose

Push button on the icon toolbar to display the variants available.



Variant	Name
/AIMS01	AIMS Standard Customer Aging Report
/AIMS02	AIMS Standard Balance Overview
/AIMS03	AIMS Standard FIS Overdue Analysis

Select the /**AIMS03 – AIMS Standard FIS Overdue Analysis** variant and click the green check mark. You will now see the proper and effective view of this report as shown below.


ALV: ZSAPDUEAN-01 Vendor Payments Overdue Analysis
List Edit Goto Settings System Help
Choose
Save
ABC
Print preview

ZSAPDUEAN-01 Vendor Payments Overdue Analysis
Data from 10/25/2000
CoCode 1287 MWR COMNAVREG, N.W.
OIs key dt 10/26/2000 Thursday
Account type Vendors

CoCode	Vendor	Vendor	Amount 3 +
1287	2128702112	EXTON STEPHANIE S	157.00 -
1287	2128702583	GERIENE VERLYN	104.25 -
1287	2128702637	KLEINPETER ALICIA A	168.00 -
1287	2128709926	JOHN GATES	377.00 -
1287	2128709976	EMILY J. MACGUFFIE	174.80
1287	3000000944	KOCHORN MABES	32.79 -
1287	3000001215	CHRISTINA OLSON	190.98 -
1287	4000000571	COMMANDER NAVY REGIO	5,100.00
1287	4000001319	CARQUEST AUTO PARTS	274.70
1287	4000001383	FOOD SERVICE OF AMER	249.28
1287	4000001387	FOOD SERVICES INC	11.26
1287	4000001697	WHIDBEY AUTO PARTS I	218.93
1287	4000001705	WALTON BEVERAGE CO	1.34
1287	4000002182	PACIFIC COCA COLA BO	16.30
1287	4000002522	ALLIANT FOODSERVICE	120.89
1287	4000002569	PEP BOYS	238.67
1287	4000002570	PEERLESS LAUNDRY	3.17
1287	4000002606	SCHUCKS AUTO SUPPLY	441.48
1287	4000002790	ASCOM HASLER MAILING	636.00
1287	4000002867	CROWN DIST CO OF ABE	25.17
1287	4000002966	JENNIFER HOWSON	304.29 -
1287	4000002993	LOWE'S	52.22
1287	4000003175	GLEN SADLER	20.00 -
1287	4000003322	NW ANTIFREEZE SERVIC	75.00 -
1287	4000003715	CONNECTICUT STATE OF	25.00 -
1287	4000004048	ULTIMATE PLAYERS ASS	49.00
1287	4000004112	PORTLAND MARATHON	1,500.00
1287	4000004117	US TREASURY ICO NSE	810.00 -
			6,848.90

You must review this report very carefully. Also, remember that Credit Memos (Shown as a positive number in the report) may appear as "overdue". These credits should be collected directly from the vendors (since they are receivables), if MWR/VQ will not be procuring goods or services from these vendors in the very near future.

Currently, this report does **NOT** have drill-down capability. Instead, create another SAP session and using the Vendor Line Item Display, review each overdue item. Carefully check the due date, drill-down to the invoice to check for blocking, review the vendor master record for blocking, etc.

Note: If you find that an item is **NOT** being paid due to the fact that another company code has a credit memo against that vendor (a credit memo greater in amount than your outstanding item), you must contact MWR HQ for assistance. AIMS will **NOT** pay the vendor because it knows that the vendor "owes" the "company" money. This can be over-ridden in the EFT run. Please send a detailed email to Sharon Varner or Jeannie McDivitt noting the vendor number, the invoice number and the amount, explaining what the circumstances are. They will override the payment proposal and "force" AIMS to pay the outstanding (and overdue) invoice.

Remember to run this process frequently – at least once a week – to review and correct.

A key part of all of these new reports is to look at them using the correct display variant. The following list outlines the correct variant for the report.

Vendor account balances	/AIMS02
Vendor payments overdue analysis	/AIMS03

At the present time, the choosing of the correct display variant must be done manually. Defaulting the proper variant is an option for the future but is not a reality at the present time.

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Document Number Ranges

Document Types	Number Range
KA - Vendor Documents	3000000000 to 3099999999
KG -Vendor Credit Memo	3100000000 to 3199999999
KP -Vendor Account Maintenance	3400000000 to 3499999999
KR -Vendor Invoice	3500000000 to 3599999999
KZ -Vendor Receipt	8400000000 to 8499999999
ZT - EFT Payment Posting	8000000000 to 8099999999
ZC - Check payment	8100000000 to 8199999999